

98-1946-I2

c.4

DOMINION BUREAU OF STATISTICS

CENSUS OF  
MANITOBA, SASKATCHEWAN  
AND ALBERTA  
1946

INSTRUCTIONS TO  
COMMISSIONERS AND  
ENUMERATORS

*Approved by  
Order in Council*



OTTAWA  
EDMOND CLOUTIER  
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY  
1946

*Voir au verso pour le français*

## BOOK OF INSTRUCTIONS

### ERRATA

Page 30 - Sec. 94, (a) Line 1 "Column 18"  
should read "Column 21".

---

Page 24 - 3e ligne "est indiqué comme  
1, 4, 6;" à lire "est indiqué  
comme 1, 4;"

Page 31 - Sec. 94, (a) 2e ligne "Colonne  
18" à lire "Colonne 21".

6992  
7123018  
DOMINION BUREAU OF STATISTICS

CENSUS OF  
MANITOBA, SASKATCHEWAN  
AND ALBERTA  
1946

INSTRUCTIONS TO  
COMMISSIONERS AND  
ENUMERATORS

*Approved by  
Order in Council*



OTTAWA  
EDMOND CLOUTIER  
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY  
1946



## PREFACE

In the following instructions, the term "Act" means the "Act respecting the Dominion Bureau of Statistics, R.S. 1927, C. 190, S.17" (Short title "the Statistics Act"). The term "Bureau" means the Dominion Bureau of Statistics.

Under the provisions of the Statistics Act (R.S. 1927, C.190, S.19), a Census of the Prairie Provinces will be taken in the month of June in the year 1946; it will ascertain, with the utmost possible accuracy for the various territorial divisions, their population and the classification thereof, as regards name, age, sex, conjugal condition, relation to head of household, nationality, racial origin, language, education, employment, unemployment, occupation, wage-earnings, etc. and other matters which have been prescribed by the Governor in Council. The Act does not specify the full details of the Census, in respect of forms to be used, procedure to be followed, etc.; it provides that these are to be such as the Governor in Council shall direct.

In accordance with the Act, census districts are made up to conform, as nearly as possible, with the districts for representation in the House of Commons, and census sub-districts to the polling divisions in the cities, towns, incorporated villages, townships and parishes which constitute an electoral district. Each district is in general in charge of a commissioner, and the sub-districts allocated usually one to an enumerator.



# CONTENTS

## SPECIAL NOTES FOR COMMISSIONERS

Instruction	Page
1. Officers for outside service.....	1
(a) Commissioners.....	1
(b) Enumerators.....	1
2. Description of enumeration areas.....	1
3. Institutions.....	1
4. Indian reserves.....	1
5. Occurrence of vacancy.....	2
6. Supplies.....	2
7. Preparation of schedules for enumerators.....	2

## INSTRUCTIONS TO COMMISSIONERS AND ENUMERATORS

### SECTION I. APPOINTMENT, RIGHTS AND DUTIES OF ENUMERATORS

8. Certificate of appointment.....	2
9. Oath of office.....	3
10. Enumerator's rights.....	3
11. Civility and diligence required of an enumerator.....	3
12. Refusal to answer and untruthful replies.....	3
13. Secrecy of census information provided for.....	4
14. Care of schedules.....	4
15. Who may give out information of the Census?.....	4
16. (a) Delegation of authority.....	5
(b) No canvassing.....	5
17. Enumeration of crops and live stock in cities, towns and villages.....	5
18. Separate enumeration of crops and live stock for members other than head of household.....	5
19. When and how returns are to be made.....	6
20. Hours of work and rates of pay of enumerators.....	6
21. Other duties under the Statistics Act.....	6

### SECTION II. ENUMERATION AREAS, BOUNDARIES, ROUTES

22. Assignment of sub-district.....	7
23. Boundaries of enumerator's sub-district.....	7
24. Route of enumeration.....	7
25. Cases where enumeration is to be kept separate.....	8

Instruction	Page
-------------	------

### SECTION III. LEGIBILITY AND IDENTIFICATION OF SCHEDULES

26. Clear and legible records.....	9
27. Copying schedules.....	9
28. Heading to be filled.....	9
29. Numbering of sheets.....	9
30. Closing a day's work.....	10
31. Specimen Schedules.....	10

### SECTION IV. DETERMINATION OF WHO ARE TO BE ENUMERATED

32. Who are to be enumerated?.....	10
33. The "de jure" method.....	10
34. No permanent home.....	10
35. Absent persons.....	10
36. Persons away from home on business or for pleasure...	11
37. Visitors.....	11
38. Students away from home.....	11
39. Nurses in training.....	11
40. Soldiers, sailors, aviators and military nurses whether overseas or in Canada.....	11
41. Salvation Army, Knights of Columbus, Red Cross, Y.M.C.A., U.N.R.R.A., etc. workers.....	12
42. Inmates of institutions other than medical hospitals..	12
43. Persons in hospitals.....	12
44. Servants and employees.....	12
45. Boarders and lodgers.....	12
46. Persons in lumber camps, construction camps, etc....	12
47. Persons in the Diplomatic Service of other countries...	13
48. Doubtful cases.....	13
49. Use of the Individual Form (Form 5) for Population..	13
50. Every dwelling to be enumerated.....	14
51. Vacant dwellings.....	14
52. Houses under construction.....	14
53. The closed dwelling.....	14
54. The temporary resident household.....	15

### SECTION V. CENSUS OF POPULATION—INSTRUCTIONS FOR FILLING OUT POPULATION SCHEDULE

#### MARGINS OF SCHEDULE

55. Left margin.....	17
(1) Hotels.....	17
(2) Institutions.....	17
(3) "Institution" defined.....	17
(4) Unincorporated villages.....	17
56. Right margin.....	18



Instruction	Page
COLUMN 1—BUILDING	
57. Number of building in order of visitation.....	18
58. "Building" defined.....	18
COLUMN 2—DWELLING	
59. Number of dwelling in order of visitation.....	18
60. "Dwelling" defined.....	19
61. Dwellings in hotels, rooming houses, etc.....	20
62. "Household" defined.....	20
COLUMNS 3 TO 7—DESCRIPTION OF DWELLING	
COLUMN 3—OWNED OR RENTED	
63. Owned dwellings.....	20
64. Rented dwellings.....	20
COLUMN 4—VALUE OR RENT	
65. Value of single owner-occupied dwellings.....	20
66. Monthly rent of tenant dwellings.....	21
67. Special cases of rent enumeration.....	21
(a) Business premises.....	21
(b) Two or more families sharing rent.....	21
(c) Farm homes.....	21
(d) Free tenants.....	21
COLUMN 5—ROOMS IN DWELLING	
68. Number of rooms.....	22
COLUMN 6—PERIOD OF CONSTRUCTION	
69. Period or year in which building was constructed....	22
COLUMN 7—DWELLING IN NEED OF REPAIR	
70. Repairs to roof, furnace, foundations, etc.....	22
71. Basis for determining if in need of repair.....	23
(1) Roof.....	23
(2) Furnace.....	23
(3) Plaster.....	23
(4) Interior decorating.....	23
(5) Exterior painting.....	23
(6) Foundations.....	23
COLUMN 8—NAME	
72. How to enter a person's name.....	24
73. What names are to be listed?.....	24
74. Order of listing.....	24
(a) Private households.....	24
(b) Institution households.....	24
COLUMNS 9, 10, 11, 12—PLACE OF ABODE	
75. Rural and-urban sub-districts.....	25

Instruction	Page
COLUMN 13—PLACE OF RESIDENCE, JUNE 1, 1941	
76. Entry for place of residence, June 1, 1941.....	25
COLUMN 14—PROVINCE OR COUNTRY OF RESIDENCE, JUNE 1, 1941	
77. Entry for persons who have changed place of residence since June 1, 1941.....	25
COLUMN 15—FARM RESIDENCE, JUNE 1, 1941	
78. Residence on farm or elsewhere, June 1, 1941.....	26
COLUMN 16—RELATION TO HEAD OF HOUSEHOLD	
79. Head of the household.....	26
80. Who should be reported as "head"?.....	26
81. Other members' relation to head.....	26
82. Institutions and hotels.....	26
83. Separate family within dwelling.....	27
84. "Family" defined.....	27
COLUMN 17—DEPENDENCY ON HEAD OF FAMILY	
85. Entry for dependent members of family.....	27
86. "Dependent" defined.....	27
COLUMN 18—SEX	
87. Abbreviations for sex.....	27
COLUMN 19—MARITAL STATUS	
88. Abbreviations for marital status.....	27
COLUMN 20—AGE AT LAST BIRTHDAY	
89. Persons over one year.....	28
90. Child under one year.....	28
91. Age in round numbers to be avoided.....	28
COLUMN 21—PLACE OF BIRTH	
92. Place of birth.....	29
93. Persons uncertain of birthplace.....	29
COLUMN 22—NATIONALITY	
94. The term Canadian.....	30
95. Other than Canadian.....	30
96. Who is a British subject?.....	30
(a) British subject by birth.....	30
(b) British subject by naturalization.....	31
97. Loss of British nationality.....	32

Instruction	Page
98. Nationality of married women.....	32
(1) Marriage to a British subject.....	32
(2) Naturalization of husband.....	32
(a) Prior to January 15, 1932.....	32
(b) After January 15, 1932.....	33
(3) Woman marrying an alien.....	33
(a) Prior to January 15, 1932.....	33
(b) After January 15, 1932.....	33
(4) Change in nationality of husband.....	33
(a) Prior to January 15, 1932.....	33
(b) After January 15, 1932.....	33
(5) Widows.....	33
(6) Adopted children and step-children.....	33
99. Stateless persons.....	33
100. Papers applied for.....	34

#### COLUMN 23—ETHNIC ORIGIN

101. "Ethnic origin" defined.....	34
102. How ethnic origin is traced.....	34

#### COLUMN 24—MOTHER TONGUE

103. "Mother tongue" defined.....	35
104. Principal languages.....	35

#### COLUMN 25—EDUCATION

105. Years of schooling.....	35
------------------------------	----

#### COLUMN 26—SERVICE IN ARMED FORCES, 1939-1946

106. For all persons who have been in the Armed Forces at any time during 1939-1946.....	36
------------------------------------------------------------------------------------------	----

#### COLUMNS 27-33—FOR PERSONS 14 YEARS OF AGE AND OVER

##### COLUMNS 27-29—OCCUPATION, INDUSTRY AND STATUS

107. Accuracy of enumeration.....	36
-----------------------------------	----

##### COLUMN 27—OCCUPATION, HOMEMAKER, RETIRED, STUDENT, ETC.

108. What is to be entered in Column 27?.....	36
109. Gainful occupation.....	37
110. Retired.....	37
111. Homemaker.....	37
112. Student.....	38
113. "None" or "No occupation".....	38

#### SPECIAL INSTRUCTIONS FOR FILLING IN A GAINFUL OCCUPATION

114. Two or more occupations.....	38
115. Occupations on farms.....	38
116. Unusual occupations for women.....	39
117. Unusual occupations for young persons.....	39

Instruction	Page
118. Kind of agent, engineer, inspector, etc.....	39
119. Officers, employees and inmates of institutions and homes.....	40
120. General and indefinite occupation returns.....	40
121. Overstatement of occupations.....	40
122. Persons who are in the Armed Services.....	40

#### COLUMN 28—INDUSTRY

123. Establishment principle of industry classification.....	40
124. Kind of product and branch of industry.....	41
125. Descriptions of main branches of industry.....	41
126. Illustrations of occupation, industry and status.....	43

#### COLUMN 29—STATUS

127. Status of gainfully occupied persons.....	44
128. Employer (E).....	44
129. Own account (O.A.).....	44
130. Wage-earner (W.).....	45
131. No pay worker (N.P.).....	45

#### COLUMNS 30-33—FOR WAGE-EARNERS ONLY

##### COLUMNS 30 AND 31—EMPLOYMENT ON FRIDAY, MAY 31, 1946

132. Purpose of inquiry.....	45
------------------------------	----

##### COLUMN 30—WERE YOU AT WORK ON FRIDAY, MAY 31, 1946?

133. At work or not at work.....	45
----------------------------------	----

##### COLUMN 31—IF NOT AT WORK, STATE REASON

134. Reason for not being at work.....	45
135. No job.....	46
136. Lay-off.....	46
137. Holiday.....	46
138. Illness.....	46
139. Accident.....	46
140. Strike or lockout.....	46
141. Other causes.....	46

#### COLUMN 32—WEEKS EMPLOYED

142. Weeks employed during the 12 months prior to June 1, 1946.....	47
143. Weeks worked by persons in the Armed Forces.....	47

#### COLUMN 33—EARNINGS

144. Total earnings during the 12 months prior to June 1, 1946.....	47
145. Earnings of persons in the Armed Forces.....	48

Instruction	Inquiry	Page
SECTION VI. CENSUS OF AGRICULTURE		
146. Purpose of Census of Agriculture.....		48
147. Census schedules are confidential.....		48
148. Schedules to be used for the Census of Agriculture .....		49
(1) Farm schedule (Form 2).....		49
(2) Agriculture not on farms (Form 3).....		49
SECTION VII. GENERAL INSTRUCTIONS FOR FILLING OUT THE SCHEDULES		
149. General instructions.....		49
150. Specimen Schedule.....		50
151. Source of information.....		50
152. Definition of a "farm".....		50
153. Agricultural operations.....		51
154. Farms operated in 1945, idle in 1946.....		51
155. Farms operated in 1946, idle in 1945.....		51
156. Farms, various tracts held under different tenures .....		51
157. Farms rented to others.....		51
158. Change of farm operator.....		51
159. Agricultural operations by other than the farm operator.....		52
160. Institutional farms.....		52
161. "Resident" and "Non-Resident" farms .....		52
162. "Non-Resident" farms which are parts of other farms.....		52
163. "Non-Resident" farms which are not parts of other farms.....		52
164. Land used, neither owned nor leased.....		53
165. Indian reservations.....		53
166. Community pastures.....		53
167. Boys' farm clubs.....		53
SECTION VIII. INSTRUCTIONS FOR SPECIFIC INQUIRIES		
168. Location of farm.....		54
169. Enumerator's record (Form 2).....		54
SECTION IX. FARM OPERATOR		
170. Name.....	1	54
171. Managers, hired.....		55
172. Post Office address.....	2	55
173. Age.....	2	55
174. Birthplace.....	3	55
175. Residence in Canada.....	4	55
176. Residence on present farm.....	5	55
177. Farm experience.....	6	55
SECTION X. NON-FARM WORK AND WORK OFF THIS FARM		
178. Days engaged for pay at:		
(a) Non-farm work.....	7(a)	56
(b) Farm work off your farm.....	7(b)	56
179. Occupation followed.....	8	56
180. Net receipts for non-farm work.....	9(a)	56

Instruction	Inquiry	Page
181. Gross receipts for farm work off this farm.....	9(b)	56
182. Gross returns from boarders, lodgers, etc.....	10	57
183. Receipts from sale of coal, sand and gravel sold to:		
(a) Other farmers.....	11(a)	57
(b) Non-farmers.....	11(b)	57
184. Income from other sources.....	12	57
SECTION XI. FARM POPULATION		
185. Farm population.....	13	57
186. Movement of population.....	14	57
SECTION XII. FARM LABOUR		
187. Farm workers.....	15, 16	58
188. Weeks of hired labour.....	17	58
189. Wages paid.....	18, 19	58
SECTION XIII. FARM ACREAGE AND TENURE		
190. Location, area, tenure.....		59
191. Total area in 1946.....	20	59
192. Total area in 1945.....	21	59
193. Area owned but operated by others.....	22	59
194. Land operated outside this sub-district.....	23	60
SECTION XIV. FARM VALUES		
195. Total value (land and buildings).....	24	60
196. Value of farm home.....	25	60
197. Value of other farm buildings.....	26	61
SECTION XV. FARM FACILITIES		
198. Number and value.....	27(a)-(j)	61
199. Electric power and source.....	28	61
200. Mileage, car driven.....	29	61
SECTION XVI. FARM INDEBTEDNESS		
201. General instructions.....		61
202. Mortgages, agreements for sale.....	30, 31	62
203. Liens.....	32	62
SECTION XVII. FARM EXPENDITURES		
204. General instructions.....		62
205. Total amount spent.....		63
206. Amount paid to other farmers.....		63
207. Taxes.....	33	63
208. Binder twine.....	34	63
209. Farm implements and machinery.....	35	64
(1) New or used.....	35(a)	64
(2) Repair parts.....	35(b)	64
(3) Repair labour.....	35(c)	64
210. Custom work.....	36	64
211. Field crop seeds.....	37	64
212. Fuel and oil.....	38	64
213. Feed.....	39	64
214. Building materials.....	40(a), (b)	64

Instruction	Inquiry	Page
215. Rent.....	41	65
216. Fertilizers and manures.....	42	65
217. Live stock.....	43(a), (b)	65
218. Fruit and vegetable supplies.....	44	65
219. Other expenditures.....	45	65

#### SECTION XVIII. CONDITION OF LAND ON THIS FARM

220. General instructions.....	65
221. Area of improved land.....	46
(1) Under crops.....	46(a)
(2) Summer fallow.....	46(b)
(3) Pasture.....	46(c)
(4) Other improved land.....	46(d)
222. Area of unimproved land.....	47
(1) Unbroken prairie, etc.....	47(a)
(2) Woodland.....	47(b)
(3) Other unimproved land.....	47(c)

#### SECTION XIX. CROPS

223. General instructions.....	67
224. Nurse crops.....	68
225. Fall crops.....	68
226. Area for harvest in 1945.....	68
227. Quantity harvested in 1945.....	68
228. Area for harvest in 1946.....	68
229. Grains, etc.....	48-61
230. Hay and forage crops.....	62-71
231. Potatoes, roots, etc.....	72-75
232. Seed harvested in 1945.....	76-82
233. Wheat ground into flour.....	83

#### SECTION XX. VEGETABLES, FRUITS, ETC.

234. General instructions.....	84-86
235. Value of products consumed.....	87

#### SECTION XXI. VALUE OF CROPS SOLD

236. Value of crops sold.....	88(a), (b), (c), (d)
-------------------------------	----------------------

#### SECTION XXII. FOREST PRODUCTS CUT ON THIS FARM

237. General instructions.....	89, 90
--------------------------------	--------

#### SECTION XXIII. LIVE STOCK AND ANIMAL PRODUCTS

238. General instructions.....	71
239. Breeding animals owned jointly.....	71
240. Mules and goats.....	91, 92
241. Horses.....	93-97
242. Cattle.....	98-103
(1) Kept mainly for milk purposes.....	99(a), 100(a)
(2) Kept mainly for beef purposes.....	99(b), 100(b)
243. Cows milked.....	104

Instruction	Inquiry	Page
244. Milk production.....	105-110	72
(1) Quantity and unit of measure.....		72
(2) Value.....		72
(3) Milk equivalent.....		72
245. Milk sold.....	105	73
246. Cream sold.....	106	73
247. Butter made.....	107	73
248. Butter sold.....	108	73
249. Cheese made.....	109	73
250. Milk consumed.....	110	73
251. Total milk produced.....	111	74
252. Cows milked yesterday.....	112	74
253. Milk produced yesterday.....	113	74
254. Sheep and lambs.....	114-117	74
255. Wool clip.....	118, 119	74
256. Swine.....	120-123	74
257. Poultry.....	124-129	74
258. Egg production.....	130, 131	74
259. Bees and apiary products.....	132-135	74
260. Disposal of live stock.....	136-142	75
261. Fur-bearing animals.....	143	75
262. Conversion table.....		75

SECTION XXIV. ANIMALS, ANIMAL PRODUCTS, FRUITS,  
GARDENS, ETC. NOT ON FARMS. (FORM 3)

263. General instructions.....	76
264. Reference to Schedule 1.....	76
265. Columns 4 to 17:—Animals and poultry.....	76
266. Column 18:—Bees.....	76
267. Columns 19 to 24:—Animal products.....	76
268. Columns 25 and 26:—Home gardens.....	77
269. Column 27:—Fruits.....	77

APPENDIX

EXTRACTS FROM STATISTICS ACT.....	78
-----------------------------------	----



## **SPECIAL NOTES FOR COMMISSIONERS**

**1. Officers for the outside service.** Two classes of officers are provided for the outside service as follows:—

(a) **COMMISSIONERS.** These officers will receive instructions from an officer of the Bureau at suitable and convenient places selected for that purpose in each province, and will have direction of the work in the census districts for which they have been appointed. They are to check descriptions of the enumeration areas; to examine the Enumerators in respect of their qualifications and fitness; to instruct Enumerators in the details of recording the Census in the schedules; to revise the work of each Enumerator in accordance with Instructions, and to transmit all papers to the Bureau, with which they shall conduct all necessary correspondence. **Commissioners are hereby authorized to assume the duties, rights and obligations of Enumerators.**

(b) **ENUMERATORS.** To this class of officers is entrusted the actual enumeration of the Census. The completeness and accuracy of the work will depend to a very large degree upon their diligence and discretion.

**2. Description of enumeration areas.** One of the first duties of the Commissioner is to check the written description of the boundaries of each enumeration area, so that no part of the census district may be missed, or be taken by more than one Enumerator. (See Instructions to Commissioners and Enumerators, 22, 23). **The Commissioner must ensure that each Enumerator is thoroughly familiar with the boundaries of the sub-district which he is to enumerate.**

**3. Institutions.** The larger institutions, such as prisons, mental hospitals, charitable and benevolent institutions, have been made separate enumeration sub-districts and will be enumerated in most cases by an employee of the institution. The names of the institutions which will be withdrawn from the regular Enumerators and enumerated by special officers are listed in the schedule of enumeration areas sent to the Commissioner. He is required to check the list of institutions and if there are omissions to advise the Bureau immediately stating whether such institutions are located in rural or urban areas.

**4. Indian reserves.** Indian reserves shall not form part of any enumeration area; their enumeration will be made by the Indian Agent, under the direction of the Bureau.

**5. Occurrence of vacancy.** With the consent of the Minister, each Commissioner is empowered to appoint an Enumerator or Enumerators in the field should a vacancy occur during the time of instruction or thereafter; he shall also be empowered to divide any sub-district which may be ascertained to be too large to permit the completion of the work within the time specified and to appoint with the consent of the Minister one or more Enumerators thereto. In such cases the Commissioner must describe by metes and bounds the new enumeration areas thus set up, and send copies of the descriptions to the Bureau immediately, giving his reasons for the changes made and the estimated population in each new area.

**6. Supplies.** The Commissioners will be supplied from the Bureau with instructions, schedules, and all other printed matter and stationery necessary for distribution to Enumerators when the latter are called together to receive instructions for their work.

A set of papers sufficient for the requirements of each Enumerator, according to the extent and population of the sub-district assigned to him, will be placed in a portfolio furnished for the purpose of keeping them in a safe and clean state throughout the progress of his work. It may happen that in certain sub-districts some of the schedules are not required or are required only in limited quantity. It will be the duty of the Commissioner, in consultation with each Enumerator, to ascertain exactly the number and kind of schedules needed.

**7. Preparation of schedules for Enumerators.** The Commissioner shall fill in the blanks in the heading of at least one of each type of schedule, with the name of the province, the name and the number of the electoral district, the number of the enumeration sub-district, and the name of the city, town, village, rural municipality, or improvement district, in accordance with the blanks in each schedule heading.

## INSTRUCTIONS TO COMMISSIONERS AND ENUMERATORS

### SECTION I. APPOINTMENT, RIGHTS AND DUTIES OF ENUMERATORS

**8. Certificate of Appointment.** The Enumerator's Certificate of Appointment is evidence of his authority to ask the questions required by the Act. This certificate is to be signed by him in the presence of the Commissioner and should be exhibited whenever its use will aid him in obtaining the information he seeks, as for

example, when his authority has been disputed. It must not leave his possession until after he has finished the enumeration of the sub-district which it covers. **Then it is to be returned with his completed schedules to the Commissioner**, who will return it to the Bureau.

**9. Oath of office.** Every Census Commissioner, Enumerator or other person employed in the execution of the Statistics Act must take and subscribe to an oath binding him to secrecy and to the faithful and exact discharge of his duties under the provisions of the Act, and in all respects as required by the forms and instructions issued under the Act; every such person who, after having taken the prescribed oath, shall desert from his duty or who shall make wilful default in any matter required of him by the Act or the Instructions, or who wilfully shall make a false declaration touching any such matters, shall be guilty of a misdemeanour and shall be liable to a fine of \$300 or six months' imprisonment or both. (See Sec. 35, Statistics Act.)

**10. Enumerator's rights.** An Enumerator has the right of admission to every dwelling (including institutions) within his sub-district for the purpose of obtaining information required by the Statistics Act. He has the right to ask every question contained in the census schedules and to obtain answers to each and all of them. He is cautioned, however, not to mention or emphasize the compulsory feature of the enumeration unless it is necessary.

**11. Civility and diligence required of an Enumerator.** It is the duty of an Enumerator on entering a house to act with civility, to state his business in a few words, to ask the necessary questions, to make the proper entries, and to leave the premises as soon as his business has been transacted.

**12. Refusal to answer and untruthful replies.** Should any person object to answering any question on the schedules, the Enumerator should explain that the information is strictly confidential, that it will not be communicated to any person whomsoever, and that no use will be made of it which can in any way injuriously affect the interests of individuals. After all other means have failed, the attention of the person refusing to give information shall be called to the penalty provided in Sections 36 to 40 of the Statistics Act for refusal to give information. Should the person still refuse to give the information, or fail to fill out any form required in connection with the Census, the Enumerator shall report immediately to the Commissioner, who will advise him on the proper procedure.

An Enumerator must obtain truthful answers to all questions. Where he has reasonable assurance that an answer given is incorrect the probable error or discrepancy should be pointed out and if the person persists in the statement his or her attention shall be called to Section 36, subsection (a), of the Statistics Act.

**13. Secrecy of census information provided for.** Every person employed as Census Commissioner, Census Enumerator, or in any other capacity under the Statistics Act is required to keep inviolate the secrecy of the information gathered from the public and entered on the schedules or forms. An Enumerator is not permitted to show his schedules to any other person, nor to make or keep a copy of them, nor to answer any questions respecting their contents, directly or indirectly; and the same obligation of secrecy is imposed upon Commissioners and other officers or employees of the outside service, as well as upon every officer, clerk or other employee of the Dominion Bureau of Statistics at Ottawa. The custody of census and other statistical records pertains solely to the Bureau, the Act expressly stating that no individual report or return shall be published or divulged. Moreover, no officer or employee of the Bureau is permitted to make a search among the records for information relating to an individual return, except for purposes of verification under the Act. The facts and statistics of the Census may not be used except for statistical compilations, and positive assurance should be given on this point if a fear is entertained by any person that they may be used for taxation or for any other object.

**14. Care of schedules.** The Enumerator is supplied with a large sheet of paper (Form 25) with the same headings and the same instructions as the Population Schedule. He shall slide this form over the Population Schedule so that no completed part will be visible to persons being enumerated. The Enumerator shall use this sheet as a guide to the various columns and will not need to refer to the headings on the main Population Schedule.

Schedules completely or partially filled out must be kept in a safe place where they will not be accessible to any unauthorized person. The Enumerator shall remember at all times that only persons under oath may look at schedules containing information relating to individuals.

For the day to day work, the completed farm schedules shall be kept in a special envelope provided for that purpose.

**15. Who may give out information of the Census?** No result of the enumeration may be given to the public either in advance or in printed bulletins or reports except by the Dominion

Statistician, acting under the authority and direction of the Minister of Trade and Commerce.

**16. (a) Delegation of authority.** It is the Enumerator's duty to visit, personally, every household and farm within his sub-district, in order to obtain the information required with reference to them, and to enter the same on the census schedules. It is not permitted to a Commissioner, Enumerator or other employee of the Census to engage a substitute or to farm out his work to another. He must not permit anyone to accompany or assist him in the performance of his duties, except duly appointed officers or employees of the Bureau to whom the oath of office has been administered. Commissioners and Enumerators must not delegate their authority to any other person.

**(b) No canvassing.** The Enumerator must not combine with his work as Census Enumerator any other occupation, but must devote his whole time to the work of enumeration, in order that the Census of the area assigned to him may be expeditiously and thoroughly completed. He must not collect, obtain, nor seek to obtain any information not required to answer questions contained on the census schedules.

**17. Enumeration of crops and live stock in cities, towns and villages.** Where vegetables and fruits are grown and where domestic animals are kept in cities, towns and villages, the statistics of them (including values) should be taken as carefully as the statistics of crops and live stock in rural areas. If such holdings of land or live stock conform to the census definition of a farm, report same on the regular Farm Schedule (Form 2.), otherwise report these statistics on Form 3. In general, the head of every family or household (or whoever gives the information for it) should be asked particulars concerning all the schedules of the census.

**18. Separate enumeration of crops and live stock for members other than head of household.** Separate farm schedules will be completed for any members of a family, besides the head, who are on their own account owners or producers. In some cases it may be found that more than one member of a family or household is on his or her own behalf an owner, occupier or tenant of land or buildings, an owner of live stock, or a separate producer of crops or fruits, for example, he may have a household garden, a cow, horses, etc. In any such instance separate enumeration of these articles shall be made under the names of the several owners, occupiers, or tenants on Schedules No. 2 or 3.

**19. When and how returns are to be made.** The Enumerator must start his work on June 3, and all returns are to be made before the end of the month of June, or within a time to be fixed in Special Instructions.

As soon as the census of his enumeration sub-district is completed, the Enumerator is required to place the schedules, together with the certificate of his appointment and all other census materials in the portfolio, properly secured, and return them to the Commissioner in person. An exception may be made in cases where an Enumerator is far removed from the Commissioner and has previously received permission to forward his census returns to the Commissioner by mail. In such case he is required to have the portfolio properly wrapped and securely tied; he will paste the printed Mailing Slip, supplied him by the Commissioner, on the parcel after having first plainly written thereon the name and address of the Commissioner. For further information see Special Letter of Instructions regarding making returns and also instructions on Mailing Slip.

If the agricultural schedules are too bulky to be placed inside the portfolio they shall be carefully wrapped in stout brown paper and securely tied between cardboard to prevent damage in transmission through the mails. Another of the Mailing Slips, properly addressed, should be pasted on the outside of the package, and the parcel mailed according to instructions on the Mailing Slip. Whenever possible, however, the whole of an Enumerator's returns should be made up in a single parcel.

**20. Hours of work and rates of pay of Enumerators.** No hours of service are specified for Commissioners and Enumerators except in special cases. Payment is made upon a scale of rates and allowances of which Commissioners, Enumerators and all other officials are informed in the letters notifying them of their appointments. Since the Enumerator's daily earnings will depend on the amount of work accurately completed each day it will be to his advantage to take the shortest time consistent with efficiency. Final payment to the Enumerator will not be made until the Bureau is satisfied that the enumeration is complete and the work carefully done.

**21. Other duties under the Statistics Act.** The sections of the Statistics Act, which apply to the taking of a census, published with these Instructions (Appendix), should be referred to for other

duties of Census Officers of the several classes, especially as provided in Sections 35 to 40 of the Act; and also for the authority under which Census Officers may proceed to collect every particular of information called for in all authorized schedules.

## SECTION II. ENUMERATION AREAS, BOUNDARIES, ROUTES

**22. Assignment of sub-district.** In a majority of cases each Enumerator will be assigned one enumeration sub-district and will receive one portfolio, which will contain all the material he will need in his work. Some Enumerators, however, will be assigned a group of two or more smaller sub-districts and will receive a separate appointment and portfolio for each. This will happen in particular where towns, villages, townships, etc., are of small extent either in area or population. When two or more sub-districts are assigned to an Enumerator, he shall complete the first sub-district before beginning the second, and so on. It is important that the census of each sub-district be kept in its own portfolio because in certain cases separate tabulations are made for the several sub-districts.

**23. Boundaries of Enumerator's sub-district.** A written description of the limits of the sub-district will be pasted on the inside cover of the portfolio. In certain sub-districts a map is also included with the description. The Enumerator has no authority and will have no duties to perform outside of the sub-district (or sub-districts) as thus described, unless specifically instructed.

The Enumerator shall study with great care the written description of the boundaries of the sub-district assigned to him as provided in Instruction 22, so that he may have a thorough knowledge of it. He shall acquaint himself not only with the precise boundaries of his sub-district, but with every portion of it, so that farm lands may be distinctly separate from unincorporated villages and hamlets, or parts of such centres of population. He shall be careful to set at rest any doubt that may arise as to boundaries between his own and adjoining enumeration sub-districts in order to assure himself that no single house or portion of land will be omitted from the enumeration, and that none will be included which belongs to the sub-district to be covered by another Enumerator.

**24. Route of enumeration.** The work of taking the Census should begin at some well established point whether it is in a township or in a city, town or village, and should be carried on continuously and regularly, whether it be one or more polling sub-divisions

or a tract of larger extent. Exceptions are made when jungles, trailer camps, missions, or jails form parts of sub-districts, which will be enumerated on the first day, if at all possible.

In cities, towns and incorporated villages, where the land is usually laid out in blocks or squares bounded on four sides by streets, the Enumerator should start at one corner of the block and proceed around and through it, in a clockwise direction, that is, so that he will always be turning to the right. He shall enter every house or building in regular order and collect all the information called for in the schedules before proceeding to the next block or square, leaving ten lines blank at the end of each block. He shall so continue until the whole of his sub-district is finished. But if in the first block there is a household where no one is at home to give the necessary information, the Enumerator shall ascertain the number of persons in the household and leave a corresponding number of blank lines. If, on calling back, he finds too few lines have been left to enumerate all the members of the household, he shall complete the enumeration of the additional members on the blank lines at the end of the block, being careful to give these additional members the same building and dwelling number as was allotted to the head of their household. On no account should an extra name be crowded between the lines or at the bottom of a sheet. This systematic procedure is insisted upon for two reasons—to ensure that no household is missed and to enable the Bureau to make certain counts by blocks.

In a township or other rural district, where the houses are scattered, it is advisable to start on a road or highway at the border line of the sub-district and visit in succession every house or place until the other side of the area is reached when the next road may be taken in the same way, and so on until the whole area assigned to the Enumerator is covered, taking care if possible to finish the Census of one farm or lot before proceeding to the next.

#### **25. Cases where enumeration is to be kept separate.**

If an unincorporated village or hamlet is included in the Enumerator's sub-district he shall take the Census of it separately from the rural portion proper, but on the same schedule. A short line shall be drawn across the left hand margin above the number of the first family, and another below the number of the last family of the village as entered on the schedule. The name of the unincorporated village or hamlet shall be written along the left hand margin of the schedule, between the upper and lower lines, on each page until the enumeration of such place is completed. This separation will facilitate the tabulation of the statistics, and it will have value as a record for historical use in tracing the origin and rise of future



towns in the country. The Enumerator will find a list of the places to be kept separate, with the description of his enumeration area. (See Specimen Schedule.)

In cities, if an Enumerator has parts of two of more wards in his sub-district, he will see that each is kept separate by drawing a line in the margin and marking across the Schedule: "Here begins the enumeration of Ward No. 1," and at the end: "Here ends the enumeration of Ward No. 1," etc.

### SECTION III. LEGIBILITY AND IDENTIFICATION OF SCHEDULES

**26. Clear and legible records.** The Enumerator is required to make all entries on the schedules in black or blue-black ink of good quality, and every name, figure or mark should be clear and legible. Ditto marks are not to be used except in Column 8 of the Population Schedule. The Census is a permanent record, and its schedules will be carefully preserved for future reference.

**27. Copying schedules.** If any schedules are incorrectly or illegibly filled out, recopying may be necessary. In such a case, the Enumerator should be very careful to see that the copy is exactly like the original. In copying the Population Schedule he should copy line by line and not by columns. Using a ruler to keep the place will help to avoid copying entries on the wrong lines. In keeping with the secrecy clause of the Act, he should be careful to destroy the original sheet.

**28. Heading to be filled:** Fill in all the blank spaces at the head of each page, before entering any names thereon, with the name of the Province, District number, Enumeration sub-district number, and the full description of the Municipality such as: Glenwood Municipality, Oak Lake Town, or Plum Coulee Village, as the case may be.

**29. Numbering of sheets.** The number of each page will be entered consecutively on the sheet in the blank left for it in the heading, and in the exact order in which the pages are filled as the work of enumeration progresses. **The first page used will be page 1, the reverse side page 2, etc.** When a page is filled the Enumerator will sign his name in the blank left for that purpose in the heading.

**30. Closing a day's work.** At the end of each day's work the Enumerator shall draw a line in the right hand margin of the schedule below the record of the last name entered on that day and give the date thus: June 3. (See Specimen Schedule).

**31. Specimen Schedules.** Illustrative examples of the method of making returns on the general Population Schedule, Form 1, and Farm Schedule, Form 2 are supplied for the guidance of the Enumerators. Questions and difficulties which are not covered by either the Specimen Schedules or the Book of Instructions should be referred to the Commissioner.

#### SECTION IV. CENSUS OF POPULATION— DETERMINATION OF WHO ARE TO BE ENUMERATED

**32. Who are to be enumerated?** Every person whose habitual home or place of abode is in an Enumerator's sub-district on the first day of June, 1946, is to be entered by name on the schedule, with all inquiries carefully answered in accordance with the instructions given. On the schedule the decisive hour of reckoning is 12 o'clock or midnight, standard time, on the night of May 31 to June 1; everyone born before that hour and everyone dying after it is to be counted in the population. For example, a child born on June 1 is not to be included; a man dying on June 1 is to be included irrespective of when the enumerator visits the home. This is intended to include all persons whose legal residence is in the Prairie Provinces.

**33. The "*de jure*" method.** The Act provides that the Census is to be taken by what is known as the "*de jure*" method. Briefly, this means that the place of permanent residence is the locality where each person should be enumerated. The following instructions will make clear the application of the "*de jure*" principle.

**34. No permanent home.** Persons having no permanent home (transients) are to be enumerated where found. To ensure that no one will be enumerated more than once, missions etc. should be visited the first day.

**35. Absent persons.** When taking the census of a household the Enumerator shall specifically ask if any member is temporarily absent. If a member is absent his name should be entered by the enumerator and the other census information obtained from other members of the household or from relatives or friends of the absent person.

When it is not known whether the absent person will return, the Enumerator shall ascertain the duration of his absence. If it has been less than twelve months, the Enumerator shall enter such person's name, together with all other information required by Schedule No. 1, and in addition, his present Post Office address in Columns 9, 10, 11, 12, as well as "Ab" after his name. If he or she has been absent more than twelve months, the presumption shall be that he or she is domiciled elsewhere and shall, therefore, not be enumerated with the said household.

**36. Persons away from home on business or for pleasure.**

Great care must be taken in order that any person who happens to be absent on a trip whether on business or for pleasure at the census date, is counted in the population of the district where he lives. The same rule applies to any person absent outside of Canada on business or visiting, and to sailors at sea. In all such cases the information necessary for filling out the form is to be obtained from a member of the household in which the person usually lives.

**37. Visitors.** Persons, staying temporarily at hotels, lodging houses, with relatives or friends, or at other places are not to be enumerated at such places if they have some other usual or permanent home (unless their permanent home is temporarily closed). If there is a permanent home elsewhere at which some other enumerator would obtain the information, the person is to be omitted. If the permanent home is closed they will be enumerated in the regular way and the Enumerator shall fill in and return a Temporary Resident Household Card. (See Instruction 54). Visitors whose legal residences are not in the Prairie Provinces are, of course, not to be enumerated in any case.

**38. Students away from home.** A person attending a school or college away from home is to be recorded in the population of the district in which his home is situated, and not in the population of the district where the school is located. He may be lodging near the school; the enumerator in whose sub-district the lodging-house falls shall not enumerate him, if he has a home elsewhere.

**39. Nurses in training.** A nurse in training shall be counted in the population of the hospital where she is in training.

**40. Soldiers, sailors, aviators and military nurses whether overseas or in Canada.** These persons shall be enumerated at their permanent homes. The only exception is for those permanently in military hospitals, or similar institutions. (See Instructions

42, 43). The Enumerator will note, however, that special entry must be made in Column 26 for all persons in the forces at the Census date.

**41. Salvation Army, Knights of Columbus, Red Cross, Y.M.C.A., U.N.R.R.A. etc. Workers.** Such persons either overseas or in Canadian Military camps shall be enumerated at their permanent homes, following the same instructions as for soldiers and military nurses.

**42. Inmates of institutions other than medical hospitals.** Inmates of prisons, reformatories, jails, penitentiaries, almshouses, mental hospitals, homes for orphans, soldiers, the blind, the deaf and dumb, incurables, or feeble-minded, or any similar institutions in which persons usually remain for long periods of time, shall be enumerated by the Enumerator appointed for the sub-district unless the institution has been made a separate enumeration area, as directed in Instruction 3. The home addresses of prisoners in jails shall be entered in Columns 9, 10, 11, 12. Inmates of any such institutions shall not be enumerated with their families.

**43. Persons in hospitals.** A casual patient in an ordinary hospital does not expect to remain there permanently and therefore does not acquire a domicile at the hospital. Such a person is counted in the population at his or her permanent home and not at the hospital. The rule is that only persons having their permanent home in the hospital are to be counted there.

**44. Servants and employees.** Household servants, labourers, or employees are to be counted in the population of the households where they sleep. Thus they are to be enumerated with the households of their employers if and only if they sleep on the premises.

**45. Boarders and lodgers.** Boarders and lodgers are to be enumerated in the population where they sleep. A table boarder who does not sleep on the premises is not to be enumerated with the household where he eats.

**46. Persons in lumber camps, construction camps, etc.** The general rule is that all men who have no home elsewhere, are to be enumerated at the camp. Men who may be considered as part of a permanent household in some other place—with their parents or wives for example, should not be enumerated at the camp.

**47. Persons in the Diplomatic Service of other countries, or on official missions** shall not be enumerated unless they happen to be Canadian citizens. This is the only instance in which the decision to enumerate is based upon citizenship.

**48. Doubtful cases.** In the few cases where there is doubt about whether the individual or household is enumerated somewhere else, the enumerator shall include them as residents of his sub-district. For households he shall send in a Temporary Resident Household card. For both households and individuals he shall write the most likely alternative place of enumeration in Columns 9, 10, 11, 12.

**49. Use of the Individual Form (Form 5) for Population.** The heads of households and institutions are required by Section 39 of the Statistics Act to furnish the Enumerator with all particulars regarding every person in the family, household or institution, as called for in the schedules.

However, it will not always be possible for the head of a family, household or institution to give information concerning boarders, lodgers, or other inmates, and such persons as miners, men employed on construction work, etc. Provision has been made for the enumeration of such persons who may be out of reach when the Enumerator calls. The "Individual Form" (Form 5), provided for this purpose, has spaces for entering all of the census information with regard to one person. The Enumerator shall first enter on a line on Schedule 1, the name of any such person and as much information as the person being interviewed can give him concerning the absent member of the household. He shall then leave a Form 5 and a Form 5A (envelope) with the head of the household, the landlady, or with some member of the household, to be given to the person for whom the information is not complete (the Enumerator first having filled in entries 1, 2 and 8 in the heading). It must be filled in by a date and hour set by the Enumerator, sealed in the envelope provided and left with the head of the household until the Enumerator calls for it. The form shall be picked up by the Enumerator at the earliest possible date. When the Enumerator receives the completed form he shall transfer the information to the Population Schedule on the line left blank for this purpose. After entering the information and checking its correctness, he shall mark on the form "Entered, page..., line...", and place it in the portfolio to be returned to the Commissioner, who, after checking the forms, shall destroy them. **It is to be particularly emphasized that the Enumerator must collect these forms within the time limit set.**

**50. Every dwelling to be enumerated.** Every dwelling (except unoccupied summer cottages and unoccupied "jungle dwellings") is to be entered on the schedule whether it is occupied or not. If it is vacant or under construction, it shall be entered as explained in Instructions 51 and 52. If it is occupied but temporarily closed, with the household away, it shall be entered as explained in Instruction 53.

An Enumerator shall not take it for granted, because a dwelling is closed at the time of the visit, that it is unoccupied. He shall make inquiries from neighbours, janitors, etc., to find out whether:—

(a) it is VACANT.

(b) It is CLOSED with the household temporarily living elsewhere.

(c) All members of the household are out merely for the time being.

Neither shall an Enumerator take it for granted that because a building appears to be used for business purposes only, that no one lives or sleeps in it; he should satisfy himself by careful inquiries.

**51. Vacant dwellings.** When the Enumerator finds a vacant dwelling which is fit for human habitation, he is to enter it on the schedule as follows:—

Column 1—Enter the number of the building in which the vacant dwelling is contained in the same way as the building number is entered for a building containing an occupied dwelling.

Column 2—Enter the dwelling number in the usual way.

Column 8—Write "Vacant".

Columns 9 to 12—Write the street name and number.

Leave all other columns blank. (See Specimen Schedule line 36.)

Vacant summer cottages and unoccupied "jungle dwellings" are not to be enumerated.

**52. Houses under construction.** When the Enumerator finds a house under construction he shall enter it on a separate line in the schedule in exactly the same way as a vacant house, except that in Column 8 he shall write "Under Construction" instead of "Vacant". A house shall be considered as under construction if there is at least a foundation.

**53. The closed dwelling.** When an Enumerator finds a dwelling where no answer is made to the doorbell he is to ask neighbours, janitors, or others who may know whether the occupants are

merely out for the time being, or are temporarily living elsewhere, and if they are temporarily living elsewhere, he shall:

(a) Enter the following particulars on a **Closed Dwelling Card**:—

- i. The name of the city, town, village or rural municipality where the closed dwelling is situated.
- ii. The name and number of the street where the closed dwelling is situated.
- iii. The name and number of the census district and sub-district in which the closed dwelling is situated.
- iv. The name of the head of the household of the closed dwelling.
- v. The number of persons in the said household.
- vi. Where the said household is now in temporary residence.
- vii. The Enumerator's own name.

ALL CLOSED DWELLING CARDS FILLED OUT BY AN ENUMERATOR SHALL BE MAILED BY HIM TO THE DOMINION BUREAU OF STATISTICS, OTTAWA, ON THE DAY THEY ARE FILLED OUT. THEY ARE POSTAGE FREE.

- (b) Enter on the Population Schedule the name of the head of the household when obtainable and the name and number of the street where the closed dwelling is situated. The building and dwelling numbers are to be entered in Columns 1 and 2 respectively. Write "closed" immediately after the address and state that "Closed Dwelling Card" was mailed, giving the date of mailing. (See Specimen Schedule, line 30). Leave blank a number of lines on the schedule to accommodate the names of members of the absent household; if the number cannot be ascertained leave six lines blank.

**54. The temporary resident household.** Under the rule governing "de jure" enumeration provision must be made whereby members of a household in temporary residence, for example, households in summer cottages, may be counted in the population at their permanent place of abode. The provision made is as follows:—

When an Enumerator finds a household, (which may consist of one person) in temporary residence in his sub-district, and is

advised that this household has closed its permanent dwelling for the time being, he shall:

(a) Enter the following particulars on a **Temporary Resident Household Card**:—

- i. The name of the head of the household.
- ii. The number of persons in the household.
- iii. The name of the city, town, village or rural municipality where the permanent home is situated.
- iv. The name and number of the street where the permanent home of the household is situated.
- v. The province and electoral district of the permanent home.
- vi. The page and line on which the head of the household is enumerated on the Population Schedule.
- vii. The Enumerator's own name and the census sub-district.

ALL TEMPORARY RESIDENT HOUSEHOLD CARDS COMPLETED BY AN ENUMERATOR SHALL BE MAILED BY HIM TO THE DOMINION BUREAU OF STATISTICS, OTTAWA, THE DAY THEY ARE FILLED OUT. THEY ARE POSTAGE FREE.

- (b) Enumerate the household on the schedule in the ordinary way except that (1) an asterisk or star (thus \*) shall be placed on the left-hand margin of the sheet opposite the name of every member of the household, and (2) the entry in Columns 3 to 7 on the Population Schedule relating to the dwelling shall pertain to the dwelling in which this household **permanently** resides.

For any household which for the time being has sublet its permanent home, the Enumerator instead of numbering the dwelling in Columns 1 and 2 of the Population Schedule shall enter the address of their permanent residence. For every such household the Enumerator shall send a Temporary Resident Household Card and mark on it "Sublet own home" to indicate that while this household should be credited to its permanent place of residence, it has, for the time being, given up its permanent home.



## SECTION V. CENSUS OF POPULATION—INSTRUCTIONS FOR FILLING OUT POPULATION SCHEDULE

### MARGINS OF SCHEDULE

**55. Left margin.** The following are to be indicated on the left margin of the Population Schedule, Form No. 1:—

- (1) **Hotels.** Mark each of these in the left-hand margin by a bracket enclosing the persons living in the hotel, and by the word "Hotel". Also, write the name of the hotel, if it has one.
- (2) **Institutions.** Mark each of these in the left-hand margin of the schedule by a bracket enclosing the persons living in the institution, and by the word "Institution". Also, write the name of the institution, if it has one. (See Specimen Schedule, lines 33 to 35).
- (3) **"Institution" defined.** For census purposes an institution is any dwelling not a private dwelling, a hotel, or a lodging house. The following are examples of institutions:—
  - (i) Hospitals of all kinds.
  - (ii) Sanitaria.
  - (iii) Y.M.C.A.'s and Y.W.C.A.'s.
  - (iv) Clubs.
  - (v) Hostels.
  - (vi) Relief camps.
  - (vii) Colleges, convents, monasteries, etc.
  - (viii) Military barracks.
  - (ix) Salvation Army Citadels, etc.
  - (x) Missions providing beds.
  - (xi) Penitentiaries.
  - (xii) Reformatories.

The foregoing list is not intended to comprise all places that are institutions, but merely to provide examples. If the Enumerator is in doubt as to whether to mark a place an institution, he should mark it as one, because this can easily be checked later.

- (4) **Unincorporated villages.** When an unincorporated village or hamlet is included in the Enumerator's sub-district, he shall draw a short line across the left-hand margin above the number of the first family, and another

below the number of the last family of the village, as entered on the schedule. The name of the village or hamlet shall be written along the left-hand margin of the schedule, between the upper and lower lines, on each page, until the enumeration of such village is completed.

**56. Right margin.** On the right margin of the schedule the Enumerator shall indicate the daily progress of his work by writing the date opposite the last person enumerated on that day. (See Specimen Schedule, lines 6, 19 and 25, on the right margin).

### COLUMN 1—BUILDING

**57. Number of building in order of visitation.** In Column 1 each building shall be numbered in order of visitation. The first building visited shall be numbered "1", the second "2", and so on until the enumeration of the sub-district is completed. The number shall always be entered opposite the name of the first person enumerated in each building and shall not be repeated for other persons, dwellings, or households in the same building. The Enumerator will try to enumerate all the dwellings in one building at one time, as far as possible. If he has not left the necessary number of lines for a household absent on the first visit, he shall use the lines left blank at the end of the block for the extra names and shall give these additional names the same building and dwelling numbers as were given to the head of the household to which they belong.

**58. "Building" defined.** A building, for census purposes, is any structure or place in which one or more persons usually live. It may contain only one dwelling unit as a single house, or two or more dwellings as an apartment block or duplex or flats, a row or terrace or a semi-detached or double house, etc. Regardless of the number of dwelling units, each structure counts as only one building and will be numbered accordingly. A building may also be a tent, a railway car, a store, a trailer or any other place used for human habitation. It is to be noted that an institution may consist of several buildings for living purposes. In such case, each building will be given a new number.

### COLUMN 2—DWELLING

**59. Number of dwelling in order of visitation.** Each structurally separate dwelling unit shall be numbered in Column 2 according to the order in which it is enumerated. Thus, the first dwelling visited shall be numbered "1", the second "2", and so on until the last dwelling in the sub-district has been enumerated.

The number shall always be entered opposite the first person enumerated in each dwelling and shall not be repeated for other persons in the same dwelling.

**60. "Dwelling" defined.** A dwelling is a structurally separate set of self-contained living premises having its own entrance from outside of the building containing it or from a common passage or stairway inside. Each of the following will be counted as one dwelling:—

- (a) Each single house.
- (b) Each apartment or suite of rooms in an apartment house, duplex or triplex.
- (c) Each flat in a building containing flats.
- (d) Each section (or so-called "house") of a row or terrace.
- (e) Each half of a semi-detached or double house.

In the event of a single house, one-half of a semi-detached house, or a section of a row or terrace having been divided into two or more self-contained dwellings, the Enumerator must be careful to give a new number in Column 2 to each separate dwelling.

On the other hand, it often happens that several rooms in a dwelling are equipped for "light housekeeping" and sublet to a family or other group. They may be readily identified by the fact that the occupants have to share household facilities, such as bathroom, kitchen or common hallway, with other households living in the house. These rooms do not constitute a separate dwelling and should not be numbered as such.

Persons living in structurally separate quarters, either at the back or above business premises such as a laundry, a grocery store, etc., will be enumerated as living in a separate dwelling.

Any housekeeping unit which is alone in a building is a separate dwelling. This applies to cabins, or the caretaker's establishment in a corner of the factory if he has no other home.

Most of the officials and inmates of an institution belong to one general housekeeping community within the institution, and are therefore entered as living in one dwelling. But where officers or employees live in structurally separate quarters carrying on their own housekeeping they are to be entered accordingly as living in separate dwellings. (For definition of "institution" see Instruction 55 (3)).

**61. Dwellings in hotels, rooming houses, etc.** Hotel rooms in general are not separate dwellings; they are part of the hotel dwelling and enumerated under the same number in Column 2. A suite in a hotel, however, consisting of several rooms in which meals are prepared or served is a separate dwelling. An apartment block or apartment hotel in which most of the apartments or suites consist of two or more rooms has as many dwellings as there are apartment units, independently of whether meals are cooked separately in each. However, in such structures where there are some one-room apartments each of these will be given a separate dwelling number.

Enumerators are cautioned to obtain the census information about a hotel household from the proprietor or manager, or from a responsible person in charge of the hotel.

Single rooms in a lodging or rooming house are only separate dwellings if they have cooking facilities, and if the tenants have access to the street either directly or through a common passageway. Such a passageway must not be part of anyone else's dwelling.

**62. "Household" defined.** A household, for census purposes, refers to all the persons living in one dwelling unit.

## COLUMNS 3 TO 7—DESCRIPTION OF DWELLING

(For heads of households only)

### Column 3—Owned or rented

**63. Owned dwelling.** If the home is owned by the head or by some member of the family occupying it, this fact shall be indicated by entering "O" in Column 3 opposite the name of the head of the household. To be considered as owned it is not necessary that the home be fully paid for; it will be considered as owned even if there is a mortgage or other encumbrances.

**64. Rented dwellings.** When the home is not owned, as defined above, it shall be enumerated as rented by entering "R" in Column 3 opposite the name of the head of the household. If the home is not owned by a member of the household or family, it will be enumerated as rented, regardless of whether or not the tenant pays rent or gets the home free.

### Column 4—Value or rent

**65. Value of single owner-occupied dwellings.** If the dwelling is owned, as indicated by the entry "O" in Column 3, enter its current value in Column 4 only if it is a single dwelling. In most cases the value will have to be estimated by the owner and the

enumerator should point out that this value will be the amount for which this dwelling would sell, i.e., the amount for which it would sell at the time of the census if the owner were willing to sell to a willing buyer. In the case of a head of a household owning the dwelling in which he is residing in a semi-detached, row or apartment building, do not estimate the value but enter a dash in this column. Do not enter the value of homes on farms but make the entry "Farm" in this column.

The value of the land on which the dwelling is located and the value of garages shall be included with the value of the dwelling. Doctors' offices, hairdressers' quarters, etc. in a single dwelling will be included as part of the dwelling for which the value is reported.

**66. Monthly rent of tenant dwellings.** If the home is rented as indicated by the entry "R" in Column 3, enter the amount of rent paid or to be paid for the month of May, 1946, in Column 4. Only the rent for the dwelling occupied by the household being enumerated shall be entered.

**67. Special cases of rent enumeration.** Special care must be taken in the following cases so that Column 4 will be correctly enumerated.

- (a) **Business premises.** If but one rental is paid for both a dwelling and a business premises in the same building, deduct the estimated rental value of the store or business premises from the total rent paid and enter the remainder in Column 4. In the case of doctor's offices, hairdressing quarters, etc., which are part of a dwelling, no deduction will be made in rent reported.
- (b) **Two or more families sharing rent.** Where two or more families or individuals living in the same dwelling pay rent separately to the landlord of the dwelling, the total payment made by all shall be entered opposite the name of the head of the household.
- (c) **Farm homes.** The same rule applies to rented as to owned farms. In each case the entry in this column will be "Farm".
- (d) **Free tenants.** Often, persons such as clergymen, janitors or farm employees are provided with living quarters as part payment for their services. In cases of this kind, and in others where no cash rent is paid, the entry "free" shall be made in Column 4.

In making entries in this column, omit cents. Thus, \$20.40 shall be reported as \$20, and \$20.60 as \$21, etc.

### Column 5—Rooms in dwelling

**68. Number of rooms.** The Enumerator shall enter, in Column 5, the number of rooms in each dwelling. Rooms vacant for the time being shall be counted if they are suitable for occupancy.

The following will **not** be counted as rooms: halls, bathrooms, closets, pantries and alcoves; attics and basements, unless finished off for living purposes; sunrooms and verandas unless enclosed suitably for occupancy at all seasons.

### Column 6—Period of construction

**69. Period or year in which building was constructed.** If the building was built in 1939 or since, the Enumerator will enter the year of construction. If built before 1939 the period shall be entered, using the following intervals:—

1937-1938  
1931-1936  
1921-1930  
1911-1920  
before 1911

The estimates of interviewed persons will be acceptable if the exact date is not known; failing such estimates the Enumerator in co-operation with the person being interviewed should arrive at an estimated period of construction.

### Column 7—Dwelling in need of repair

**70. Repairs to roof, furnace, foundations, etc.** List the following dwelling repairs as needed:—

1. Roof
2. Furnace
3. Plaster
4. Interior decorating
5. Exterior painting
6. Foundations

The value of answers to this question depends upon all Enumerators using the same basis of judging the need for repairs. The answers will be given in numbers corresponding to the number opposite the repair specified in the heading to the census schedule, e.g., a building needing roof repairing and interior decorating would be shown as 1, 4; if it required replastering and exterior painting, it would be shown as 3, 5.

**71. Basis for determining if in need of repair.** The following paragraphs (1) to (6) are to guide the Enumerators in determining whether or not the dwelling is in actual need of any of the repairs specified in Instruction 70.

(1) **Roof.** Roofing repairs will be considered as needed, (a) if the roof has not been repaired since damage to plaster or wallpaper from rain or melted snow coming through the roof (the householder will have to be asked about this), or (b) if from observation it is possible to see that shingles are badly warped and occasionally missing. In buildings with more than one dwelling, questions about roof repair need be asked only of households with living space immediately under the roof.

(2) **Furnace.** Householdors will be asked if the furnace is in need of major repair. New smoke pipes or grates would not be considered as major repairs, but a new fire box or an external casing would be. In the case of apartment blocks and other multiple dwellings the janitor should be asked about the need for repairs to the furnace and if the answer is "yes", "2" should be entered opposite all of the apartments heated by that furnace.

(3) **Plaster.** Householdors will be asked if there is badly cracked or falling plaster in the dwelling. Cracks should be easily visible to the eye at a distance of 15 feet before replastering should be considered necessary. Where cracked plaster is encountered, particular care should be given to the condition of foundations (Section 6 of this question).

(4) **Interior decorating.** Inquire how many rooms in this dwelling have not had any decoration in the past three years, i.e., papering, painting, calsomining, etc. Those dwellings which have not had any decoration done in half of the rooms in the last three years will be listed as needing re-decorating. In counting rooms, observe the definition of a room given in Instruction 68. Where the present occupants have not lived in the dwelling for three years, the Enumerator will estimate whether any decoration has been done in the past three years.

(5) **Exterior painting.** For frame dwellings or dwellings surfaced mainly with wood, inquire whether the exterior has been painted within the past three years. If it has not, list this dwelling as requiring exterior painting. Where the present occupants have not lived in the dwelling three years, the Enumerator will estimate whether it has been painted within that length of time.

(6) **Foundations.** Cracked or leaning walls provide clear evidence of the need for foundation repairs. Cracked plaster,

particularly at room corners, is also fairly good evidence of foundations settling. Where doubt exists, the householder's opinion should be accepted as to whether foundation repairs are needed.

## COLUMN 8—NAME

**72. How to enter a person's name.** The names will be printed in capital letters in the following order: the last name or surname first, then the full given names, such as: **SMITH, RICHARD JAMES**. In the case of a new-born baby who has not yet been given a name, the entry "infant" shall be made. Ditto marks should be used to avoid repetition of a surname. (See Specimen Schedule).

**73. What names are to be listed?** All persons living in the household, i.e., all persons who regularly sleep there. Among persons to be included, are infants born before and persons who died after midnight of May 31, 1946. The Enumerator shall, of course, not list the names of infants born after midnight of May 31, 1946, nor persons who died before that hour. Visitors staying temporarily with the household who have a permanent residence elsewhere shall not be enumerated. (See also Instructions 32 to 48.)

### **74. Order of listing:**

(a) **Private households.** The names of the persons belonging to each household shall be listed one after the other in Column 8 in the following order:

- i. Head of household.
- ii. Wife of the head.
- iii. Unmarried children in order of age.
- iv. Married children with their families.
- v. Other relatives.
- vi. Servants and other employees.
- vii. Lodgers.
- viii. Other persons belonging to household.

(b) **Institution households.** Names of persons belonging to the general institutional household shall be entered in an order beginning with the head officer and his family, employees with their families, inmates, etc.

Separate dwellings in one institution, such as those occupied by an army officer and his family living in special officers' quarters in barracks, or a doctor and his family living in special quarters provided by a hospital, etc., shall be entered separately from the general institutional household (and given a separate number in Column 2).



**COLUMNS 9, 10, 11, 12—PLACE OF ABODE****(For heads of households only)**

**75. Rural and urban sub-districts.** In cities, towns, incorporated villages and residential suburbs, the house number and the name of the street shall be entered in Columns 9, 10, 11, 12.

In unincorporated villages, enter the name of the village in Columns 9, 10, 11, 12.

In rural areas the section, township, range and meridian, or in a certain few cases the lot number shall be entered in Columns 9 to 12.

**COLUMNS 13, 14 AND 15—RESIDENCE ON JUNE 1, 1941****(For all persons living on June 1, 1941)****Column 13—Place of residence, June 1, 1941**

**76. Entry for place of residence, June 1, 1941.** The Enumerator will ask each person enumerated where he or she resided on June 1, 1941. The entry to be made in this column for each individual refers to the de jure residence of five years ago, as defined for census purposes in Instruction 33. For persons whose permanent dwelling on June 1, 1941, and on June 1, 1946 was the same, the entry will be "same home." For those living in the same rural municipality, city, town or village as on June 1, 1941, but not the same dwelling, the entry will be "same rural mun.," "same city," "same town," "same village," as the case may be. For those whose municipality of residence has changed since June 1, 1941, the entry in Column 13 will be the name of the rural municipality, city, town or village in which residing on June 1, 1941. If living outside of Canada on June 1, 1941, enter dash in Column 13. If in Armed Forces on June 1, 1941, give home residence and not "overseas", "army camp", etc.

**Column 14—Province or country of residence, June 1, 1941**

**77. Entry for persons who have changed place of residence since June 1, 1941.** An entry will be made here for each person who is not living in the same rural or urban municipality as on June 1, 1941. For persons who have moved from one place to another within a province, or for those who have moved from one province to another, the entry will be the name of the province in which they were residing on June 1, 1941; the entry in Column 14 for those who have come from another country will be the name of the country in which they resided on June 1, 1941, as "United States" and a dash will be entered in Columns 13 and 15. No entry is required for those who have not changed their place of residence since June 1, 1941.

### Column 15—Farm residence, June 1, 1941

**78. Residence on farm or elsewhere, June 1, 1941.** An entry will be made in this column for each person whose dwelling has changed since June 1, 1941. If residing on a farm at the earlier date, the entry will be "yes", if not the entry will be "no". If living outside of Canada or June 1, 1941, enter a dash in Column 15. For doubtful cases, the definition of a farm is given in Instruction 152, page 50.

## COLUMNS 16 TO 20—PERSONAL DESCRIPTION

### Column 16—Relation to head of household

**79. Head of the household.** For census purposes, there must be a head to each household. The name of the head shall be entered first when enumerating a household, and on the same line as the name, the word "head" shall be entered in Column 16.

**80. Who should be reported as "head"?** Enumerate as "head" the person on whom falls the chief responsibility for the maintenance of the household. However, when husband and wife or parent and unmarried children live in the same household, always report the husband as "head" rather than the wife, and the parent rather than an unmarried child. When brothers and sisters comprise a household, usually the eldest will be reported as the "head". If several unrelated persons share housekeeping facilities on a partnership basis, enumerate one of them as "head" and the others as "partners".

**81. Other members' relation to head.** Describe the other members of the household according to their relation to the head as wife, son, daughter, father, mother, grandmother, daughter-in-law, grandson, father-in-law, nephew, niece, uncle, aunt, partner, servant, employee, lodger, etc. For lodgers or servants who have relatives living with them in the household, the relationship of the relatives to the lodger or servant should be entered. In such cases, lodger's wife or servant's daughter would be suitable entries.

**82. Institutions and hotels.** In an institution, enter as head the highest-ranking officer or employee in the main household. Entries in Column 16 for other members of the institutional household will be their relationship to the institution, as officer, employee, patient, inmate, student, prisoner, etc.

In a hotel, enter as head the manager or highest ranking officer living in the hotel. Entries in Column 16 for other members of the hotel household will be their relationship to the hotel, as employee, permanent guest, etc.

**83. Separate family within dwelling.** Occasionally, some members of a household will constitute a separate family from that of the head of the household. For example, the head of the household may have living with him, as part of the household, a married son, a daughter-in-law and her children, or certain lodgers who are related, as husband and wife. While these would be members of the same household, still they would form a separate family. **The Enumerator shall indicate such families by placing their members within brackets on the left of Column 16.** (See Specimen Schedule, lines 16 to 19). The Enumerator should be careful to note that lodgers may constitute a family relationship and should be bracketed.

**84. "Family" defined.** A family consists of husband and wife (with or without children) or a parent with an unmarried child (or children) living together in the same housekeeping community.

#### Column 17—Dependency on head of family

**85. Entry for dependent members of family.** The Enumerator shall ask of every member of every family within the household related to the head of the family (other than his wife), whether or not this person is dependent on the head of the family for his or her maintenance. In the affirmative he shall enter "yes" in Column 17, after the relation to the head. For all relatives of the head of the family who are gainfully occupied, including no-pay family workers, (See Instruction 131) the entry will be "no". For all other relatives living with the head, he shall enter "no".

**86. "Dependant" defined.** For census purposes, a dependant is a person who is dependent to the extent of at least 50 per cent or more on the head of the family for his or her maintenance. Wives of heads of families are not to be entered as dependants.

#### Column 18—Sex

**87. Abbreviations for sex.** In this column, enter the letter "M" for each male and "F" for each female. Before making this entry, compare the name with the sex given.

#### Column 19—Marital status

**88. Abbreviations for marital status.** In this column, enter the marital status of each person enumerated, using the following abbreviations:

Single.....S.	Widowed.....W.
Married.....M.	Divorced.....D.

The married classification includes married couples living apart, including those where legal separation proceedings have taken place.

**Column 20—Age at last birthday**

**89. Person over one year.** The age of every person one year or older at midnight of May 31, 1946, is to be enumerated in completed years, i.e., the age at his or her last birthday prior to June 1, 1946. For example, a child whose 3rd birthday is June 5th should be entered as 2 because on June 1, 1946, he was only 2.

**90. Child under one year.** For a child under one year at midnight, May 31, 1946, enter the age in this column in completed months expressed as twelfths of a year. The Enumerator shall first find out the date of birth of the infant and then enter its age in accordance with the following table:—

Child's Date of Birth	Completed months	Entry in Col. 20
Between May 1, 1946, and May 31, 1946 (inclusive).....	0	0/12
Between April 1, 1946, and April 30, 1946 (inclusive).....	1	1/12
Between March 1, 1946, and March 31, 1946 (inclusive).....	2	2/12
Between February 1, 1946, and February 28, 1946 (inclusive).....	3	3/12
Between January 1, 1946, and January 31, 1946 (inclusive).....	4	4/12
Between December 1, 1945, and December 31, 1945 (inclusive).....	5	5/12
Between November 1, 1945, and November 30, 1945 (inclusive).....	6	6/12
Between October 1, 1945, and October 31, 1945 (inclusive).....	7	7/12
Between September 1, 1945, and September 30, 1945 (inclusive).....	8	8/12
Between August 1, 1945, and August 31, 1945 (inclusive).....	9	9/12
Between July 1, 1945, and July 31, 1945 (inclusive).....	10	10/12
Between June 1, 1945, and June 30, 1945 (inclusive).....	11	11/12

**91. Age in round numbers to be avoided.** Many persons have a tendency to report their age in round numbers which do not represent their exact age. When an age is given as ending in "0" or "5", the person should be asked if that is the exact age.

# COLUMN 21—PLACE OF BIRTH

**92. Place of birth.** In this column enter the place of birth of every person enumerated. If the person was born in Canada, enter the name of the province or territory, using the abbreviations listed below:—

Prince Edward Island.....	P.E.I.
Nova Scotia.....	N.S.
New Brunswick.....	N.B.
Quebec.....	Que.
Ontario.....	Ont.
Manitoba.....	Man.
Saskatchewan.....	Sask.
Alberta.....	Alberta
British Columbia.....	B.C.
Yukon.....	Yuk.
Northwest Territories.....	N.W.T.

For persons born outside of Canada, enter the name of the country only, except that **instead of Great Britain or British Isles, the particular part of the country should be given**, as England, Scotland, Wales, Northern Ireland, Irish Free State (Eire), Isle of Man, Channel Islands, Hebrides, Orkneys, Shetlands, etc. If a person is unable to state definitely whether his or her place of birth is in Northern Ireland or in Eire, enter the county as well, e.g., Ireland (Co. Donegal). Note that "Ulster" should not be reported, as six of its nine counties comprise Northern Ireland and the remaining three are part of the Irish Free State (Eire).

**For persons born on the Continent of Europe enter the country of birth as it was constituted in 1936.** For persons born on a ship at sea, enter "at sea".

Write the name of the various countries of birth in full. Abbreviations may be used only for the various provinces or territories of Canada except Alberta.

**93. Person uncertain of birthplace.** If the person reports as his or her place of birth one of the countries whose boundaries were changed after the first World War, ask specifically whether or not the birthplace is located within the area of the country as of 1936; and if not, find out to what country it had been transferred. If the location of the birthplace cannot be determined, enter in addition to the name of the country, the name of the province or

53329—4½

state in which the person was born, as Alsace-Lorraine, Bohemia, Croatia, Galicia, Moravia, Slovakia, etc., or the city, as Warsaw, Prague, Strasbourg, etc.

## COLUMN 22—NATIONALITY

**94. The term Canadian.** A Canadian is a person who is a national of Canada. The following are nationals of Canada and for them the entry in this column shall be "Canada":—

- (a) Every person born in Canada, as indicated in Column 18, unless such a person has become the citizen of another country.
- (b) Every person born outside of Canada, whose father was a Canadian citizen at the time of that person's birth, unless such a person has become the citizen of some other country.
- (c) Every British subject who has lived in Canada for five years after his entry as an immigrant. This is particularly important because a British subject born outside of Canada does not become a Canadian citizen until Canadian domicile has been acquired except in the case of a woman marrying a Canadian citizen. A British subject can only acquire Canadian domicile by living in this country for a period of five years after his entry as an immigrant.
- (d) A person naturalized under the laws of Canada who has not subsequently become an alien or lost Canadian domicile.

**95. Other than Canadian.** When a person living in this country is not a Canadian citizen his or her nationality shall be shown in Column 22 by entering the name of the country of which such a person is a citizen, as—"England", "France", "Italy".

## 96. Who is a British Subject?

The following general notes are intended as a guide to the determination of nationality in any difficult case which may arise.

### (a) British subject by birth.

- (1) Any person born within the British Empire or on board a British ship is a British subject by birth. For such persons "Canada" shall be entered in Column 22 if they have resided in Canada 5 years or more. The following are countries and colonies of the British Empire: The United Kingdom, Canada, Australia, New Zealand, Union of South Africa, Irish Free State (Eire), Newfoundland (including Labrador); India, Provinces, States and Agen-

cies; Jersey, Guernsey and adjacent islands, Gibraltar, Malta, Cyprus, Gambia, Sierra Leone, Gold Coast, Nigeria, Ascension, St. Helena, Southern Rhodesia, Northern Rhodesia, Bechuanaland Protectorate, Basutoland, Swaziland, Zanzibar Protectorate, Kenya, Uganda Protectorate, Nyasaland Protectorate, Somaliland Protectorate, Mauritius, Dependencies of Mauritius, Seychelles, Aden (including Perim), Socotra, British Malaya, Straits Settlements, Federated Malay States, Unfederated Malay States, Johore, Kelantan, Trengganu, Kedah, Perlis; Brunei, Ceylon, State of North Borneo, Sarawak, Hong Kong, Territory of Papua, Fiji, Gilbert and Ellice Islands, British Solomon Islands Protectorate, Tonga Islands Protectorate, Bermuda; Bahamas, Barbados, Grenada, Jamaica, Cayman Islands, Turks and Caicos Islands, Leeward Islands, St. Lucia, St. Vincent, Trinidad, Tobago; British Honduras, British Guiana, Falkland Islands. It will be observed, however, that occasionally persons born in the British Empire may have become citizens of another country.

- (2) Any person born anywhere of natural born British subject parents, e.g., a child born in the United States of America of a British subject father, is a British subject. The naturalization of the father in the United States of America after the birth of the child in that country does not affect the British status of the child.
- (3) Any person born in a foreign country since the 1st of January, 1915, of a father who is a British subject by naturalization is a British subject unless he or she has renounced British nationality after becoming of age.
- (4) Persons of the second or further generation (i.e., children, grand-children, etc., of a man born in a foreign country of parents who were British subjects) born in a foreign country since 1922 are deemed to be British subjects only when their births have been registered with a British Consul. This is provided, of course, that the father had not renounced his British citizenship prior to the birth of the child.
- (b) **British subject by naturalization.** Prior to 1915, naturalization granted in Canada as well as in England and other British Dominions was only local, that is, the person naturalized was not considered to be a British subject outside the frontiers of the country in which naturalization took place.

Since 1915 any person naturalized in Canada or England is considered throughout the world to be a British subject. This is also true for persons naturalized in Newfoundland since the 14th of May, 1916, in Australia since the 1st of January, 1921, or in South Africa since the 21st of May, 1926. Consequently, in Canada the following are deemed to be British subjects by naturalization:—

1. Any person naturalized in Canada prior to 1915.
2. Minor children of parents becoming naturalized in Canada prior to 1915, if such children were residing in Canada at the time of the naturalization of their parents, or came to Canada, as minors, after the naturalization of their parents but before January 1st, 1915, although their names were not endorsed on the naturalization certificate of their parents.
3. Any person naturalized in Canada or in England since 1915, in Newfoundland since the 14th of May, 1916, in Australia since the 1st of January, 1921, or in South Africa since the 21st of May, 1926, as well as their foreign-born children whose names have been endorsed on the naturalization certificate.

**97. Loss of British nationality.** As British nationality may be lost by naturalization in a foreign country, by declaration of alienage, and in certain cases by marriage or by the revocation of naturalization by the Governor in Council, it is important that in doubtful cases the Enumerator ask whether or not the person has lost his or her British nationality. In the affirmative, this would also affect minor children whose names appear on the certificate.

**98. Nationality of married women.** It will be necessary for the Enumerator to ask specifically for the nationality of all women married since January 15, 1932. Following are some of the rules governing the nationality of married women:

1. **Marriage to a British subject.** A woman who marries a British subject shall be deemed to be a British subject even when her name does not appear on the husband's certificate of naturalization.
2. **Naturalization of husband**
  - (a) **Prior to January 15, 1932.** The wife of a man naturalized prior to the 15th of January, 1932, is a British subject with the husband, even when her name does not appear on the certificate.



- (b) **After January 15, 1932.** In the case of a man naturalized on or after the 15th of January, 1932, the wife shall not be deemed to be a British subject unless a certificate has been subsequently issued to her personally.

**3. Woman marrying an alien**

- (a) **Prior to January 15, 1932.** Marriage to an alien prior to the 15th of January, 1932, caused a woman to lose her British nationality.
- (b) **After January 15, 1932.** Since the 15th of January, 1932, a woman does not cease to be a British subject on marrying an alien unless she acquires the foreign nationality of her husband by this marriage. She does not lose British nationality by marriage to a citizen of the United States of America, France, the Union of Soviet Socialist Republics (U.S.S.R.), Argentina, Cuba, Guatemala or Uruguay.

**4. Change in nationality of husband**

- (a) **Prior to January 15, 1932.** Prior to the 15th of January, 1932, the naturalization in a foreign country of a male British subject caused, in every case, the loss of British nationality for his wife.
- (b) **After January 15, 1932.** Since the 15th of January, 1932, the naturalization of a male British subject in a foreign country causes the loss of British nationality for his wife only when, on account of the change of his nationality, she acquires with him the new nationality.

- 5. Widows.** The death of a man does not affect the present status of his widow.

- 6. Adopted children and step-children.** Adoption or subsequent change of nationality of foster parents does not affect in Canada the status of adopted children. Similarly, the re-marriage of a woman or the subsequent change of nationality of her husband does not affect the status of her children by a previous marriage.

**99. Stateless persons.** There are in Canada a certain number of persons who do not owe allegiance to any country. This is due mainly to the fact that they have lost their foreign nationality by taking the oath of allegiance to His Majesty, during the first Great War, or to other causes, and have not acquired British nationality. In such cases the Enumerator shall enter "stateless" in Column 22.

**100. Papers applied for.** Persons who have applied for naturalization papers and have not yet reached the full status of citizenship shall report as their nationality the country to which they formerly owed allegiance.

### COLUMN 23—ETHNIC ORIGIN

**101. "Ethnic origin" defined.** The word "ethnic" refers to a race or people, i.e. descendants of a common ancestor or a group having a distinctive culture. The information under this heading is the same as that formerly obtained under the term "racial origin".

(a) It is imperative to understand that very often a person's ethnic origin and nationality are different, for instance the Canadian nationality comprises many different origins, e.g., English, French, Irish, Scottish, Welsh, Italian, German, etc.

(b) The name of a country from which a person came to Canada does not necessarily give indication of that person's ethnic origin, e.g., a person may have come to Canada from Austria, but may be of Polish, German, or Italian origin, etc. The Ukrainians (Ruthenians) are a striking example. There is no Ukrainian (Ruthenian) country of birth or nationality, but Ukrainians have come to Canada from Poland, Russia, Austria, Hungary, and other countries of Europe through which they are dispersed. No matter from what country they may have come, their ethnic origin is "Ukrainian". It is therefore necessary for the Enumerator to ascertain a person's ethnic origin separately from his country of birth, and from his nationality.

(c) Do not enter Canadian or American as an ethnic origin. These terms refer to country of birth or nationality.

**102. How ethnic origin is traced.** As a general rule a person's ethnic origin is to be traced through his father, e.g., if a person's father is English and his mother French the ethnic origin shall be entered as English, while a person whose father is French and whose mother is English shall be entered as French, and similarly for other combinations. For the Canadian aborigines, the entry shall be Indian or Eskimo, as the case may be.

For persons of mixed white and Indian parentage the ethnic origin reported will be as follows:

(a) For those living on Indian Reserves the ethnic origin to be entered in Column 23 will be Indian;

- (b) For persons not on Reserves the ethnic origin will be determined in the usual way, that is, according to the origin on the father's side. If there is any doubt as to the origin of the father, the surname of the person will be considered by the Enumerator in entering the ethnic origin.

#### COLUMN 24—MOTHER TONGUE

**103. "Mother tongue" defined.** By mother tongue is meant the first language spoken in childhood if still understood by the person. A child should not be given the same mother tongue as one of the parents unless that is the language the child first learned and unless it is still understood by the child. For infants the language commonly spoken in the home shall be entered.

**104. Principal languages.** In addition to English and French, the following languages include those most likely to be spoken in Canada as "Mother tongue", and the Enumerator should avoid giving other names when one given in this list can be applied to the language spoken:—

Arabic	Gypsy	Norwegian
Armenian	Hebrew	Polish
Bohemian (Czech)	Hindu	Portuguese
Bulgarian	Icelandic	Roumanian
Chinese	Indian	Russian
Croatian	Italian	Serbian
Dalmatian	Japanese	Slovak
Danish	Korean	Slovene
Eskimo	Lettish	Spanish
Estonian	Lithuanian	Swedish
Finnish	Magyar	Syrian
Flemish	(Hungarian)	Turkish
Frisian	Montenegrin	Ukrainian
Gaelic	Moravian (Czech)	(Ruthenian)
German	Netherlands	Welsh
Greek		Yiddish

#### COLUMN 25—EDUCATION

**105. Years of Schooling.** An entry shall be made in Column 25 for every person enumerated. Enter the total number of school years the person attended any kind of educational institution such as primary school, technical school, secondary school, college or

university. Private tuition will count for the number of years of formal schooling to which it is equivalent. For children still at school include the current school year. If a person has never attended a school or other institution of learning or never had private tuition, enter "none" in Column 25. This applies, for example, to young children who have not yet started their schooling.

#### **COLUMN 26—SERVICE IN ARMED FORCES, 1939-1946**

**106. For all persons who have been in the Armed Forces at any time during 1939-1946.** For all persons, male or female, on Active Service in the Armed Forces of Canada, whether in the Army, Navy, Air Force, or the Nursing Corps, on June 1, 1946, the entry shall be "yes". For persons who have served in the forces at any time since 1939 but are now discharged, the entry shall be the year, if discharged in 1944 or earlier, and the month and year, if discharged in 1945 or 1946.

#### **COLUMNS 27-33—FOR PERSONS 14 YEARS OF AGE AND OVER**

##### **Columns 27-29—Occupation, Industry and Status**

**107. Accuracy of enumeration.** It is important that the entries in the occupation, industry, and status columns accurately and adequately describe the trade or profession of the individual, the kind of business or industry in which his occupation is carried on, and his status in the industry. Under Instruction 126 are given a number of examples of complete designations of occupation and industry. **The words in heavy type are essential to the proper description of the occupation and of the industry.**

The Commissioner has been instructed not to certify Enumerators' vouchers for payment if he does not find entries in the occupation, industry, and status columns for every person with a gainful occupation, or an entry in Column 27 for every person 14 years of age and over not gainfully occupied.

##### **Column 27.—Occupation, Homemaker, Retired, Student, etc.**

**108. What is to be entered in Column 27?** The Enumerator must make an entry in this column for every person of 14 years of age or over. The entry that he shall make must be one of the following:—

- (a) The occupation of every gainfully occupied person.
- (b) Retired.
- (c) Homemaker.

- (d) Student.
- (e) None (yes).
- (f) None (no).
- (g) None.

Definitions of classes (a) to (g) inclusive, follow in Instructions 109 to 113:

**109. Gainful occupation.** For census purposes, a gainful occupation is one by which the person who pursues it earns money or in which he assists in the production of goods. Children working at home merely on general household duties or chores or at odd times at other work are not to be returned as having an occupation. Similarly women doing housework in their own homes without salary or wages are to be returned as "homemaker". **Gainfully occupied persons not at work on May 31 shall report the occupation last followed. In the case of persons discharged from the Armed Services (1939-46), who are seeking employment at the time of the Census but have not as yet been employed in a civilian occupation, enter the rank held in the Armed Forces in Column 27. (For illustrations of occupations, see Instruction 126.)**

**110. Retired.** Persons who on account of old age, permanent physical disability, or otherwise are no longer following a gainful occupation are to be entered in Column 27 as "retired". Only persons who at some time had a gainful occupation and are no longer employed nor seeking employment shall be reported as "retired". In the case of elderly women who are no longer homemakers and other persons who have never had a gainful occupation, the entry will be "none". (See Instruction 113).

**111. Homemaker.** In the case of a woman doing housework in her own home, without salary or wages, and having no other employment but being responsible for the domestic management of the home, the entry in Column 27 shall be "homemaker". Occasionally an elder daughter may be reported as homemaker where the mother is not at home or is an invalid. But if a woman, in addition to doing housework in her own home, **regularly** earns money at some other occupation, whether carried on at home or outside, then that occupation will be entered in Column 27 and not "homemaker". Where a woman keeps lodgers or boarders as a means of supplementing family earnings she shall be returned as a "lodging-house keeper" or "boarding-house keeper" only when the number of lodgers or boarders exceeds the number of members of her family in the household. However, a woman who regularly

keeps lodgers or boarders as a means of livelihood, regardless of their number at the time of the Census, will be returned as "lodging-house keeper" or "boarding-house keeper".

**112. Student.** Every person, 14 years of age and over, regularly attending school or college or receiving private tuition, shall be returned as "student". University students intending to return to university will be reported as students, even though temporarily employed at the census date. Even if earning small sums of money after school, on Saturdays, or during the summer holidays, he or she shall be enumerated as a student. Only when the person is not attending school and is employed most of the day at some occupation, or is wholly assisting his or her parents or any other person on a farm, in a store, etc., will he or she be reported as having a gainful occupation.

**113. "None" or "No occupation".** For all other persons who have never had a gainful occupation, and who are not now homemakers or students, the entry in Column 27 shall be "none". These include such adult dependants as invalids at home or in institutions, elderly women whose former vocation was "homemaker", persons with private means, etc., who have never followed a gainful occupation and, therefore, would not be returned as "retired". Young persons 14 to 24 years of age who have never had a gainful occupation and are not at present attending school shall in addition be asked whether or not they are actually seeking employment at the date of the Census. If the answer is in the affirmative the Enumerator must add the word "yes" in the same Column, as "none (yes)", and if the reply is in the negative the entry in Column 27 shall be "none (no)". (See Specimen Schedule, Column 27.) In the case of persons of 25 years of age or more who have never had a gainful occupation, the Enumerator shall enter "none" in Column 27.

### **Special Instructions for Filling in a Gainful Occupation**

**114. Two or more occupations.** If an individual has two occupations which he customarily follows at the time of the Census, enter the one at which he spends most of his time or from which he receives the greater part of his earnings.

**115. Occupations on farms.** A person running his own farm or operating a farm as a tenant or renter shall be returned as "farmer". A person managing a farm for someone else and being paid a wage or salary shall be reported as "farm manager". A person regularly working on a farm as a farmer's son or hired man, whether receiving pay or not, shall be entered as "farm labourer". Where

two or more persons share in the ownership and management of the farm each person is to be enumerated as "farmer". Women operating their own farms shall be returned as "farmers", but only in cases where women are working regularly at outdoor farm work or caring for live stock or poultry on a farm operated by someone else shall they be reported as "farm labourers". Farmers' sons or daughters who spend most of each day assisting in the work on the farm, other than household work, shall be returned as "farm labourers".

**116. Unusual occupations for women.** Women are rarely found in primary occupations, i.e., as miners, fishermen, loggers; nor in building trades, i.e., as carpenters, plumbers, etc.; nor in most railway or road transport occupations, i.e., as locomotive engineers, motormen, truck drivers, etc.; nor in most heavy occupations in factories or elsewhere. Where a woman is reported as having an occupation not usually followed by women, make further inquiry before accepting the statement as given.

**117. Unusual occupations for young persons.** It is unusual for a young person to be found in a position of ownership of a business or to be a proprietor of a farm, factory or store; nor is it likely that he would be working in an official capacity, as manager or foreman, or following a profession or a skilled trade. The Enumerator shall in all cases note the age of working members of the family for whom such occupations are reported and verify doubtful cases.

**118. Kind of agent, engineer, inspector, etc.** In an occupation inquiry it is essential that a complete description of the occupation be obtained. As will be apparent from the following illustrations, the terms "agent", "engineer", "inspector", "clerk" and so on, are not acceptable descriptions of occupations. An agent may be an insurance agent, a purchasing agent, a ticket agent, etc.; an engineer may be a civil engineer, a stationary engineer, a locomotive engineer, etc.; a clerk may be an office clerk or a sales clerk; and an inspector may be a school inspector, a meter inspector, a food inspector, etc.

Similarly with occupations that actually describe specific processes in the making of articles of manufacture, the kind of material on which the process or operation is performed must be known. For example, a polisher may be either a metal or a wood polisher, a cutter either a leather or a cloth cutter, etc.

The full description of the present occupation must be secured and entered in Column 27. Be careful not to enter in the space allowed for the industry (Column 28) information that pertains to

the occupation only. (See Instruction 126 for further examples of occupation descriptions.)

**119. Officers, employees and inmates of institutions and homes.** For an officer or regular employee of an institution or home, such as a mental institution, penitentiary, jail, or sanatorium, return the occupation followed in the institution. For an inmate of such institution, enter in Column 27 the occupation pursued prior to commitment, or "homemaker", "student", or "none", as the case may be.

**120. General and indefinite occupation returns.** Do not accept such general expressions as helper, office worker, mechanic, mill hand, labourer, etc., as descriptions of the occupation followed where more exact descriptions can be secured. Office workers may be bookkeepers, stenographers, filing clerks, etc. Persons reported as labourers or mechanics may be found, on further inquiry, to have a more definite occupation, as boiler fireman, steamfitter, machine setter, caretaker, etc. (See also Instruction 126.)

**121. Overstatement of occupations.** The Enumerator should check carefully the occupation reported when it seems to be inconsistent with earnings, age, or experience of the individual. For example, an account clerk may be reported as an accountant, a metal machine operator as a machinist, a mechanic as a mechanical engineer, etc. In such cases of apparent inconsistency between occupation, age, earnings, etc., make further inquiries before accepting the occupation as first reported.

**122. Persons who are in the Armed Services.** The occupation in Column 27 shall be the rank of the individual in the Army, Navy or Air Force, such as Corporal, Able seaman, Pilot officer, etc. (See also Instructions 109 and 126.)

### Column 28—Industry

**123. Establishment principle of industry classification.** Every person reporting an occupation in Column 27 shall be asked to state the kind of industry or service in which his or her occupation is carried on and this shall be entered in Column 28. This will usually be a simple matter to determine as most people are connected with one distinct industry. Sometimes, however, a person may be employed by a firm operating several establishments each engaged in a different kind of activity. For such a person the Enumerator shall enter in Column 28 the industry carried on in the establishment in which the person works. For example, in the case of a company engaged in both logging and sawmill operations, the entries in Column 28 for the employees



working at logging operations should, for example, be "pulpwood logging", or "lumber logging", while for the employees working in the sawmill the entry would be "sawmill". Similarly, the branch of industry to report for wholesale offices of manufacturing firms would be "wholesale trade" and not "factory" or "manufacture". Distinction must be made in Column 28 between the workers in railway operation and those in car and locomotive building or repair shops or telegraph and express services, between workers in metal mining and those employed in smelting and refining, between those employed at grain elevators and those in offices of grain dealers, etc. On the other hand, the industry of persons engaged in subsidiary work in the same establishment will be enumerated as that of the main work carried on in the establishment, e.g., persons in the machine shop of a sash and door factory will be enumerated in Column 28 as employed in a sash and door factory and not a machine shop.

**124. Kind of product and branch of industry.** On the left side of Column 28 will be entered the kind of product grown, raised, made, processed, repaired or dealt in, such as grain, coal, clothing, groceries, etc., or the kind of service rendered as hospital, laundry, domestic, etc. On the right hand side of the dotted line in Column 28 the Enumerator will indicate the branch of industry by entering in farm, mine, factory, store (wholesale or retail), bank, service, etc. Occasionally a fuller description is required to identify the product or service, e.g., paper boxes (to distinguish from wooden boxes), Provincial government (to distinguish from Dominion or Municipal), etc. See Instruction 126 for further examples.

**125. Descriptions of main branches of industry.** The main branches of industry include farming, logging and forestry, fishing, hunting and trapping, mining, manufacturing (including repair), construction, retail and wholesale trade, transportation and communication, finance and insurance, and service. The following paragraphs indicate the kind of industries included under each of these main branches:—

- (a) In enumerating persons employed in the farming industry, the Enumerator shall distinguish between grain farming, dairy farming, mixed farming, stock raising, market gardening, etc.
- (b) The logging and forestry industry includes the cutting of timber, firewood, pulpwood, as well as reforestation projects and forest conservation.

- (c) Fishing includes all commercial fishing but not fish canning or packing. The latter will be included with manufacturing.
- (d) Hunting and trapping relates to the primary operations of this industry and does not include the processing and dealing in furs and skins.
- (e) Mining includes coal and other mineral mining, ore milling, prospecting, quarrying, gravel pit operations, oil and salt wells. The industry will not include smelting, converting and refining of mineral products.
- (f) Manufacturing comprises the manufacture and repair of semi-finished or finished products, and includes custom work such as tailoring and dressmaking. A few examples of this branch of industry are flour mills, clothing factories, meat packing plants, railway car shops, etc. The Enumerator shall be careful to enter the kind of manufacture carried on. The word "manufacturing" will not be sufficient in Column 28.
- (g) Construction includes building construction, bridge construction, highway construction, railway construction, harbour construction, pipe line construction, etc.
- (h) Trade includes both wholesale and retail dealing in commodities. Retail trade includes grocery, hardware, department stores, etc., retail commission agents, hawking and peddling, etc. Wholesale trade includes such establishments as wholesale groceries, drugs, hardware, etc., as well as importing and exporting agencies, wholesale branches of manufacturing firms, wholesale commission agencies, brokers, etc. The Enumerator will specify whether the person is employed in a retail or a wholesale establishment.
- (i) Transportation and communication includes steam and street railway, trucking, taxi and bus lines, air and water transportation, and such communications as telephone, telegraph, and radio broadcasting. It should be noted that persons employed in railway car building or repair will be enumerated as employed in railway car shops and not steam railways.
- (j) Finance and insurance includes banks, insurance companies, mortgage and investment houses, real estate, pawn-broking, etc.

- (k) Service includes professional services such as education, health, law and religion; public services such as Dominion, Provincial and Municipal service; recreation services such as theatres and amusements; business services such as accountancy and advertising; personal services such as barber shops, dyeing, cleaning and pressing, laundering, hotels, restaurants and private domestic service.

### 126. Illustrations of occupation, industry and status.

The Enumerators shall study very carefully the following examples of descriptions of occupation, industry and status. The words in heavy type are necessary for an accurate recording of the nature of the occupation and of the kind of industry of each gainfully occupied person.

Occupation Column 27	Industry Column 28	Status Column 29
Farm labourer.....	Dairy.....	farm..... N.P.
Stationary engineman.....	Coal.....	mine..... W
Foreman.....	Flour.....	mill..... W
Dressmaker.....	Clothing.....	custom tailoring... O.A.
Wooden pattern maker.....	Iron.....	foundry..... W
Corporal.....	Armed.....	services..... W
Sander.....	Sash and door.....	factory..... W
Metal polisher.....	Hardware.....	factory..... W
Electrical engineer.....	Street.....	railway..... W
Civil engineer.....	Highway.....	construction..... W
Surveyor.....	Provincial.....	government..... W
Sales agent.....	Drugs.....	wholesale house... W
Insurance agent.....	Life.....	insurance..... W
Manufacturers' agent.....	Machinery and hardware.....	agency (wholesale).... W
Manufacturer.....	Paper box.....	factory..... E
Cook.....	Pulpwood.....	logging..... W
Housekeeper.....	Domestic.....	service..... W
Waitress.....	Restaurant.....	service..... W
Car inspector.....	Steam.....	railway..... W
Building inspector.....	Municipal.....	government..... W
Flying Officer.....	Air.....	Force..... W
Sales clerk.....	General.....	store (retail).... W
Office clerk.....	Department.....	store (retail).... W
Commercial traveller.....	Furniture.....	factory..... W
Plumber.....	Building.....	construction..... O.A.
Truck driver.....	Dairy products.....	dairy (retail).... W
Teamster.....	Lumber.....	dealers (wholesale) W

Occupation Column 27	Industry Column 28	Status Column 29
Graduate nurse.....	Private.....nursing.....	W
Nurse in training.....	Hospital.....nursing.....	W
Practical nurse.....	Home.....nursing.....	W
Nurseryman.....	Flower.....gardening.....	E
Bookkeeper.....	Flower.....store (retail).....	W
Dynamo man.....	Electric power.....station.....	W
Coil winder.....	Electrical products factory.....	W
Radio repairman.....	Electrical supplies store (retail).....	W
Stenographer.....	Post.....Office.....	W
Custom's examiner....	Dominion.....government.....	W
Trapper.....	Fur.....trapping.....	O
Riveter.....	Railway Car.....repair shop.....	W

#### Column 29—Status

**127. Status of gainfully occupied persons.** Where an occupation has been entered in Column 27, there must be an entry indicating the status of the person in Column 29. The entry will be one of the following:

- (a) Employer—"E"
- (b) Own account—"O.A."
- (c) Wage-earner—"W"
- (d) No pay worker—"N.P."

Definitions of classes (a) to (d) follow in Instructions 128 to 131.

**128. Employer (E).** If persons such as mill owners, storekeepers, manufacturers, farmers, physicians, etc., employ one or more helpers (or workers other than unpaid family workers or domestic servants) in conducting their business or farms, they are to be classed as employers, and the entry "E" made in this column. The term "employer" does not include managers, superintendents, foremen, agents or other persons employed to manage establishments or businesses. All such persons should be returned as wage-earners "W", for while anyone of these may employ persons, none of them does so in transacting his own business. Thus no individual working for a corporation, either as an officer or otherwise, should be returned as an employer but as a wage-earner. **A person who is assisted in his or her own business by unpaid family workers only should not be reported as an employer but as own account.**

**129. Own account (O.A.)** Such persons as farmers, physicians, lawyers, small storekeepers, etc., who employ no helpers other than unpaid family workers,—in short, independent workers

who receive neither salaries nor regular wages—are to be classed as working on own account "O.A." Dressmakers, washerwomen, laundresses or other persons of similar occupation who work out by the day are wage-earners, but if they perform the work in their own home or shop they are to be classed as working on own account unless they employ helpers in which case they are to be returned as employers "E".

**130. Wage-Earner (W).** A person who works for salary, wages, commission, or on a piece rate basis, whether he be the general manager of a bank or a day labourer, is a wage-earner and shall be so returned, and the entry "W" will record his status. The term wage-earner does not include such persons as lawyers, doctors, and others in private practice, who in their work are not subject to the control and direction of those whom they serve.

**131. No pay worker, (N.P.)** This entry will be made where persons, usually boys or girls working for parents, are regularly employed full time on a farm, in a store, etc., but receive no fixed money payment. Similarly employees of institutions or religious orders who receive board and room but no fixed wages are to be returned in Column 29 as "N.P."

#### **COLUMNS 30-33—FOR WAGE-EARNERS ONLY**

**Columns 30 and 31—Employment on Friday, May 31, 1946.**  
(For wage-earners only)

**132. Purpose of inquiry.** The purpose of the inquiries in Columns 30 and 31 is to obtain information on the number of wage-earners not at work on Friday, May 31, 1946, and the reason for absence from work. The Enumerator should consult the Specimen Schedule carefully, as well as the following instructions.

**Column 30—Were you at work on Friday, May 31, 1946?**

**133. At work or not at work.** This question shall be asked of every person who is recorded as a wage-earner in Column 29. If the answer is "No" in this column there must be an answer in Column 31. If the answer is "Yes" then Column 31 will be left blank.

**Column 31—If not at work, state reason**

**134. Reason for not being at work.** If the answer to the previous question is "No", there must be an entry in this column. The Enumerator shall make every effort to discover the correct

reason why the person was not at work. The entry will be one of the following:—

- |                   |                            |
|-------------------|----------------------------|
| (a) No job—"N.J." | (e) Accident—"A."          |
| (b) Lay-off—"L."  | (f) Strike or lockout—"S." |
| (c) Holiday—"H."  | (g) Other causes—Specify.  |
| (d) Illness—"I."  |                            |

Definitions of classes (a) to (g) follow in Instructions 135 to 141.

**135. No job.** This will be recorded as the cause of not being at work when the person has no employment nor any reasonable prospect of returning to his former job. In this case the Enumerator shall write "N.J." (No job) in this column.

**136. Lay-off.** The Enumerator should be careful to distinguish between those persons who have no jobs and those who have a job of some kind but are on lay-off owing to seasonal slackness, plant break-down, etc. Where the person is not at work on May 31, 1946, due to involuntary lay-off without pay, owing perhaps to a temporary shut-down of a plant, mine, etc., or to a partial lay-off of working force where the firm is operating on the day of the Census, enter "L" (Lay-off) in this column.

**137. Holiday.** This reason applies where the person is on annual vacation or taking the day off voluntarily, with or without pay, and where he is away from work because the census date happens to coincide with his weekly rest day. The Enumerator shall then write "H" (Holiday) in this column.

**138. Illness.** If a person is not at work on May 31, 1946 owing to personal or family illness, report the cause as "I" (Illness).

**139. Accident.** Where the person is not at work on May 31, 1946, due to personal injury enter "A" (Accident) as the cause, but an accident to machinery which makes necessary the closing down of a plant for a period of time should not be reported as "A" but as "L" (Lay-off). Only in cases of personal injury will the reason "Accident" be entered in this column.

**140. Strike or lockout.** The Enumerator shall enter "S" in this column where the person is not at work on May 31, 1946 owing to an industrial dispute.

**141. Other causes.** If the wage-earner was not at work on May 31, 1946, for a cause other than those defined under Instructions 135 to 140 inclusive; then the Enumerator shall write in the cause.

## COLUMNS 32 AND 33—WEEKS EMPLOYED AND EARNINGS

## Column 32—Weeks employed

**142. Weeks employed during the 12 months prior to June 1, 1946.** An entry must be made in this column for all persons reporting "W", wage-earner, in Column 29. Where the information is given in months, care must be taken in converting the period reported to a weekly basis. For example, 3 months will be entered as 13 weeks, not 12 weeks; 6 months as 26 weeks, not 24 weeks, etc. For persons whose employment has been of an irregular character, some assistance in remembering time worked may be obtained from the record of the total earnings received during the 12 months' period preceding the date of the Census.

Wage-earners who regularly work only part of each week will be reported as having worked a specified part of the census year. For example a wage-earner who has regularly worked about 3 days a week, or half-time, for the past year will be recorded as working 26 weeks. Persons on salary who receive holidays or sick leave with pay shall include such periods as time worked. For example, a teacher will be reported as working 52 weeks during the 12 months prior to June 1, 1946, if he or she has worked the full school year. Only the number of weeks worked as a wage-earner ("W" in column 29) are to be reported.

**143. Weeks worked by persons in the Armed Forces.** Persons on Active Service will report the number of weeks in the Armed Forces during the year ended May 31, 1946. Persons discharged from Active Service during the year will report the number of weeks on Active Service plus the number of weeks employed as a wage-earner in civilian employment over this period.

## Column 33—Earnings

**144. Total earnings during the 12 months prior to June 1, 1946.** In this column shall be entered the total cash earnings for the 12 months prior to June 1, 1946, of every person recorded as "W", wage-earner, in Column 29. The Enumerator shall enter in this column for all persons working for salary, wages, commission or on piece rate payment the total of such earnings for the 12 months prior to the date of the Census. Deductions from pay for income tax, unemployment insurance, war bonds, war savings certificates, etc., are to be included as earnings. Income from investments, unemployment insurance benefits, workmens' compensation, direct relief, or other sources, however, is not to be included, nor income from employment in "own account" or "em-

ployer" occupations. The earnings entered in this column shall always correspond with the number of weeks of employment as wage-earner reported in Column 32.

**145. Earnings of persons in the Armed Forces.** The earnings of persons in the Armed Forces will include basic pay and allowances etc., during the twelve months prior to June 1, 1946. For persons discharged from Active Service during the year the Enumerator will enter the total amount of earnings received during that part of the year when on Active Service, **plus all wage-earnings** in civilian employment during the balance of the 12-month period prior to June 1, 1946.

## SECTION VI. CENSUS OF AGRICULTURE

**146. Purpose of the Census of Agriculture.** The Statistics Act provides that a Census of Agriculture of the provinces of Manitoba, Saskatchewan and Alberta, shall be taken in the year one thousand nine hundred and thirty-six, and every tenth year thereafter (R.S. 1927 C. 190, S.17), for the purpose of obtaining basic information on (a) farm acreage, value of farm property, mortgage indebtedness and live stock, as at the date of the Census; (b) statistics of crops, live stock products, farm expenses, etc., for the preceding census or calendar year and (c) statistics of incidental agricultural production elsewhere than on farms.

Every Enumerator must fill out a General Farm Schedule (Form 2), for each tract of land within his enumeration sub-district that classifies as a farm under the census definition. The information must be obtained by a personal visit of the Enumerator. It is essential that the Census be complete and accurate. The securing of accurate census statistics is very important as the statistics when compiled are used extensively by the Government and other agencies working in the interest of the farming community. The farmer should be made to feel that by co-operating with the Enumerator he performs a public duty which is of value to himself and to the community in general.

**147. Census schedules are confidential.** The Statistics Act prescribes heavy penalties for revealing census information to unauthorized persons. The Enumerator shall make it clear to everyone, particularly to persons who seem to be unwilling to give the information requested, that this information will not be seen by any person except the sworn employees of the Dominion Bureau of Statistics, that it will not be used as a basis for taxation, and that it will be used solely for the preparation of statistical tables. The Enumerator is especially cautioned against showing to anyone any



schedule or part of schedule, which has been completed. To ensure safety and secrecy of returns, each schedule, as soon as it is filled in, shall be placed in the envelope provided for the purpose.

#### **148. Schedules to be used for the Census of Agriculture.**

Two schedules are to be used by the Enumerator in taking the Census of Agriculture.

(1) The **"General Farm Schedule"** (Form 2), will be used in the enumeration of all farms (See the definition of a farm on Form 2), whether located in urban or rural localities.

(2) **"Agriculture not on Farms"** (Form 3), will be used for reporting "Animals, Animal Products, Gardens, Bees, etc.", kept in cities, towns and villages or elsewhere on plots which do not qualify as farms according to the census definition.

### **SECTION VII. GENERAL INSTRUCTIONS FOR FILLING OUT THE SCHEDULES**

**149. General instructions.** (1) **Instructions and explanations are given** for the most part on the schedules in conjunction with each question. In addition, however, the Enumerator shall study the Book of Instructions as well as the schedules, before attempting to fill out the first farm schedule. Inquiries having no instructions either on the schedule or in the Book of Instructions are assumed to be self-explanatory.

(2) **Use blue or black ink only.** Never use ink of any other colour. Do not use a pencil.

(3) **Write legibly.** Be sure to write all figures clearly and on the proper line, so there can be no mistake as to their meaning.

(4) **Do not use an eraser or ink eradicator.** If a mistake is made, draw a line through the entry in error in such a manner that it can still be read, and rewrite the new figure within the proper space.

(5) **In entering values use dollars only,** omitting cents, e.g., write one hundred dollars as 100, and not as 100.00, five dollars and twenty-five cents as 5, and five dollars and seventy-five cents as 6, etc.

(6) **Where no entries are required leave the spaces blank.** Do not insert dashes, ciphers, or check marks.

(7) **Any unusual characteristic,** such as a crop not common to the locality, shall be explained on the margin of the schedule. Do not write in the spaces marked "For office use only", or in spaces marked "XXXX".

(8) Every question must be answered where applicable. Inability to obtain exact data does not justify failure to answer a question. Obtain the most accurate returns that circumstances permit. If farm records are kept, take figures from them. If such records are not available, careful estimates shall be obtained in all cases.

(9) By paying careful attention to the instructions, the Enumerator will avoid having incomplete or carelessly prepared schedules returned to him for correction. Note that final payment to the Enumerator **will not be made** until the Bureau of Statistics has checked over all of the Enumerator's schedules and is satisfied that they have been filled out carefully and completely.

**150. A Specimen Schedule** printed on blue paper has been provided to show the method of filling out Form 2. This shall be studied carefully along with the Book of Instructions and the explanations under each question.

If, after having studied the Book of Instructions and the Specimen Schedule, any question arises as to any inquiry, the Enumerator shall apply to his Commissioner for further instructions, or he may write direct to the Dominion Bureau of Statistics.

**151. Source of information.** (1) The Enumerator shall obtain information about a farm from the "farm operator" whenever possible. If it must be obtained from another person, select preferably a reliable and competent member of the operator's household.

(2) If the operator resides outside of the enumeration sub-district and it is impossible to see him or any member of his family, the Enumerator shall secure the information from a neighbour or from any reliable source that may be available. In such a case make a note on the top of the schedule stating from whom the information was obtained.

(3) It is imperative that a complete schedule be turned in for every farm in the sub-district assigned to the Enumerator, whether the farm operator is "Resident" or "Non-Resident". (See Instruction 161).

**152. Definition of a "Farm".** A farm, for census purposes, is all the land located in any one sub-district which is directly farmed by one person conducting agricultural operations, either by his own labour or with the assistance of members of his household or of hired employees. It may consist of a single tract of land, or of a number of separate tracts held under different tenures. In order

to be reported as a farm such land must be of one acre or more in extent and have produced in 1945 agricultural products to the value of \$50 or more or be under crops or employed for pasture in 1946.

**153. "Agricultural operations"** is a general term which includes the production of grains, hay, pasture, vegetables or fruits; the raising of domestic animals, poultry, bees, fur-bearing animals; and the production of live stock products, such as milk, meat, wool, etc.

**154. Farms operated in 1945, but idle in 1946.** If a farm was operated in 1945 but is idle on June 1, 1946, it will be reported on Form 2 and the Enumerator will write in Inquiry No. 1 **"This farm is not operated in 1946"**. He will then obtain the information for 1945 from a neighbouring farmer or some other reliable person.

**155. Farms operated in 1946, but idle in 1945.** If a farm was idle in 1945 but is being farmed in 1946, the Enumerator will enumerate it on Form 2, giving the name of the present operator and filling in all the information obtainable. In the 1945 crop section he will then write: **"This farm was not operated in 1945"**.

**156. Farms where various tracts are held under different tenures.** Where an operator owns 160 acres and rents an additional 160 acres from some other person, he shall be reported as operating one farm of 320 acres. There should never be more than one Form 2 filled out for the same operator in any one sub-district.

**157. Farms rented to others.** When a landowner has one or more tenants, renters, croppers or managers, the land operated by each of these is considered a "farm". For example, if John Doe owns 480 acres but rents 160 acres to Thomas Brown and 160 acres to Richard Greene and operates the remaining 160 acres himself, then a separate Form 2 will be filled for John Doe, Richard Greene and Thomas Brown with 160 acres each.

**158. Change of farm operator.** In many instances the farm operator on June 1, 1946, will be a different person from the one who operated the farm in 1945. When such a case arises the Enumerator shall obtain from the present operator, as accurate a record as possible of the acreage, production, etc., of this farm for the year 1945. The information must be for this farm, do not report crops harvested in 1945 on some other farm.

**159. Agricultural operations by other than the operator of this farm.** On some farms, members of the operator's family or other persons living on the farm, will grow small acreages of crops or will keep live stock, or both. Include all such operations on the schedule of the farm operator. Do not fill out a Form 2 for members of the family or other persons living on the farm unless each operates a tract of land **entirely independent and separate** from the home farm.

**160. Institutional farms.** The lands utilized by institutions, such as schools, penitentiaries, hospitals for the insane, etc., for the growing of vegetables or fruits or for carrying on agricultural operations, are, for census purposes, considered as farms and shall be reported on Form 2. On such farms, only the land and buildings used for agricultural purposes shall be included when reporting the acreage and values. Do not include the value of any buildings used for the care of inmates or for housing students. The name of the executive officer of the institution or the manager of the farm is to be reported as farm operator. (Report the name of the institution in the margin at the top of the schedule.) Inmates who spend their full time working on the farm shall be classed as farm workers. The products of the farm used by the institution shall be entered on Form 2 as sold.

**161. "Resident" and "Non Resident" farms.** The Statistics Act provides that each Enumerator shall enumerate only that land which lies within his enumeration sub-district. Where a farm lies within two sub-districts, each part must be enumerated in the sub-district in which it is located. The part that lies in the enumeration area where the farmer lives is called a "Resident" farm. The part lying in the other enumeration area is called a "Non-Resident" farm and shall be noted as such in the section for the Enumerator's record opposite the page and line number.

**162. "Non-Resident" farms which are parts of other farms.** Where the "Non-Resident" farm is actually operated as part of another farm, but is located in a different sub-district, the Enumerator of this "Non-Resident" farm shall secure from some reliable source (See Instruction 151), as complete and accurate data as possible for all inquiries, except Inquiries 3 to 19, 22, 29 to 45 inclusive, and 136 to 142 inclusive. (The answers to the above named inquiries shall be obtained by the Enumerator of the sub-district in which the "Resident" farm is located).

**163. "Non-Resident" farms which are not parts of other farms.** Where the "Non-Resident" farm is not part of another farm, but is run as a separate unit, the operator of which lives in

a city, town or incorporated village and has no other farm, the Enumerator shall fill in the complete schedule. If the information cannot be obtained from the operator, the Enumerator shall secure the information from a neighbour, or from any reliable source that may be available.

**164. Land used but neither owned, leased nor rented.** There are a few cases where land is being used for agricultural purposes which the operator does not own, or formally lease or rent. Any such land should be considered as rented but with no rent paid.

**165. Indian reservations and allotted Indian lands. (1)** Where land has been allotted to Indians a separate Form 2 shall be filled out in every case where the agricultural operations are sufficient to bring such land within the definition of a farm. Such land shall be reported on Form 2 as owned. The word "allotted" can be taken simply to mean the acreage designated as the place of agricultural activity of an individual Indian. If the Indian has no "allotted land" but has live stock which pastures on unallotted land of the reservation, report the live stock on Form 2, and write on the schedule "No land allotted".

(2) Any land belonging to an Indian reservation that has not been allotted or assigned to individual Indians and that is not leased to a corporation or individual, if used for agricultural purposes, constitutes a single farm and should be reported as such under the name of the Indian agent or farm manager as operator (Inquiry No. 1). Report on this schedule any live stock belonging to the reservation as a whole, but not to any particular Indian. Do not include the acreage of wild land not utilized for agricultural purposes.

**166. Community pastures.** In some sections there are areas of land owned by the Provincial Government or by Municipalities that are set aside as community pastures. Such areas shall be reported as a single farm. As farm operator, give the name of the manager in charge of the area. The live stock on such pastures shall be reported on the farm schedule of their respective owners.

**167. Boys' farm clubs.** In some areas boys' farm clubs are organized and each boy is allotted a small tract of land on which to grow some crops. The operations of each boy should not be reported as a separate farm. In such cases the Enumerator shall

report all of the land allotted to the boys' club in an area and its production on one farm schedule. Report as farm operator the district agriculturist or whoever is in charge of the club.

## SECTION VIII. INSTRUCTIONS FOR SPECIFIC INQUIRIES

The instructions which follow supplement those appearing on the schedule (Form 2). Additional ones are given only when deemed necessary. Inquiries which have no instructions are assumed to be self-explanatory.

**168. Location of farm.** The Enumerator will fill in carefully the spaces at the top left hand corner of Form 2, giving the Province, the Electoral District, the Municipality or Improvement District and the Enumeration Sub-district. (See also Section 190.)

**169. Enumerator's record.** The Enumerator shall fill out carefully the spaces under this heading at the top right-hand corner of the front page of the schedule. The farms must be numbered in the order visited, beginning with number (1) and continuing in order until the district assigned to the Enumerator is completed. The Enumerator shall begin the enumeration of his sub-district at a well-established point and carry on in order, numbering each occupied farm in consecutive order. Should the Enumerator come to a farm home and find that there is no one there competent to answer the questions, thus necessitating a second visit, he will prepare a schedule with the name of the farm operator, giving it the proper number in consecutive order of visitation. He will then set this schedule aside and use it for the enumeration of this farm at the time of his second visit.

The Enumerator shall then enter in the proper spaces the number of the page and line of the population sheet where the name of the farm operator is entered. These figures are necessary for identification purposes and must never be omitted except where the farm operator does not reside in the Enumerator's sub-district. In that case the word "Non-Resident" shall be written opposite page and line.

## SECTION IX. FARM OPERATOR

There must be an entry on every resident farm schedule for Inquiries 1 to 6 except for No. 4 when the operator is Canadian born.

**170. Inquiry 1. Name.** The name of the person operating the farm must be reported under this inquiry, not that of a firm, institution, school, etc., which may own the land. (See Instruction 160.) When a farm is operated by a tenant or by a hired manager, his name shall appear as operator in this inquiry.

**171. A hired manager** is a person who is paid a salary to operate the farm for another person, firm, corporation, or institution. Caretakers and hired labourers should not be confused with managers. A caretaker who has the use of the land in payment or partial payment for his services shall be considered as a tenant and the Enumerator shall enter as cash rent the estimated value of such services.

**172. Inquiry 2. Post office address.** The correct post office address of the person whose name is entered after Inquiry 1 shall be obtained by direct inquiry. If the operator lives on a rural route, the number of the route shall be given as "R.R. No. 1 or 2" as the case may be.

**173. Age.** The age of the operator must be reported on this schedule as well as on the Population Schedule. (See Instruction 89.)

**174. Inquiry 3. Birthplace.** This inquiry must be filled out on this schedule as well as on the Population Schedule. (See Instructions 92 and 93.)

**175. Inquiry 4. How long have you lived in Canada (if not Canadian born)?** There must be an entry for this inquiry if the birthplace reported in Inquiry 3 is outside of Canada. If the operator is Canadian born, no entry is required.

**176. Inquiry 5. How long have you operated the farm you now occupy?** The answer to this inquiry must not be greater than the answer to Inquiry 6. Report here only the number of years during which you (the farm operator) were directly responsible for the operation of this farm.

**177. Inquiry 6. How many years have you farmed?** The answer to this inquiry must bear a reasonable relationship to the age of the operator as given in Inquiry 2. Include the number of years of experience as owner, tenant and farm labourer, whether in Canada or in other countries.

In past censuses there has been a tendency for the Enumerator to omit answering Inquiries 5 and 6. These inquiries must be answered on all resident farm schedules. Enumerators failing to do so will have the schedules returned to them for correction.

## **SECTION X. NON-FARM WORK AND WORK OFF THIS FARM, JUNE 1, 1945, TO MAY 31, 1946**

Inquiries 7 to 12 inclusive are included on the schedule in order to secure certain data pertaining to (a) the number of farm operators who engage in part-time work, either on their own farm or

elsewhere, e.g., as a blacksmith, earpenter, etc. (b) the occupation followed by the operator in doing this work, and (c) the amount of outside earnings received for the 12 month period immediately preceding the census date, viz. June 1, 1945, to May 31, 1946.

**178. Inquiry 7. How many days during this period were you (the farm operator) engaged for pay at:—**

(a) **Non-farm work.** Include in this inquiry the total number of days the farm operator worked for wages, commissions, etc., at non-farm work, either on his own farm or elsewhere, at work such as earpentry, fishing, blacksmithing, working in the woods or on the road, buying grain or live stock, etc. Include work done for the municipality in payment for taxes or for an individual to pay off a debt, as well as for work done where payment is in cash or in kind.

(b) **Farm work off your farm.** Include here the number of days the farm operator worked for wages at farm work off the farm, work such as plowing, threshing, general farm labour, etc.

Do not include in Inquiry 7(a) or (b), however, labour exchanged, such as is commonly done in certain sections during seeding, harvesting, etc.

**179. Inquiry 8. Occupation followed on days reported in Inquiry 7(a).** This inquiry is self-explanatory. (See footnote under the heading for this section.)

**180. Inquiry 9(a). Net receipts for non-farm work.** Include in this inquiry all wages, commissions, etc., received by the farm operator for non-farm work, less any expenses incurred in doing this work during the 12 month period, June 1, 1945, to May 31, 1946. If the operator worked as a carpenter, repairing a building for a neighbour, exclude from the gross returns any expenditures paid by the operator for materials, etc.; similarly exclude the cost of horseshoes, nails, etc. from his gross receipts for blacksmithing, if same were paid by the operator reporting this non-farm work.

**181. Inquiry 9(b). Gross receipts for farm work off this farm.** The Enumerator shall include the gross receipts for all farm work done off this farm whether received by the operator himself or by his hired employees using horses or machinery belonging to this farm, or by members of the operator's family who are living on the farm and are still considered as part of this farm household. For example, if this farm operator threshed 1,000 bushels



of wheat at 9 cents a bushel for his neighbour, and he hired 6 extra men to do the work, he shall enter \$90 in answer to this inquiry. The expenses for the hired labourers shall be entered in Inquiries 18 and 19 and expenses for fuel, repairs, etc., shall be entered under the section "Farm Expenditures".

**182. Inquiry 10. Gross returns from boarders, lodgers, over-night cabins, etc.** Where the farmer takes in boarders such as a local school teacher, or where he runs a tourist camp, the gross income from this source must be reported in this inquiry. Include also board paid by members of the family living at home and working off this farm. Do not include here, however, board furnished farm labourers, but report same under Inquiry 19.

**183. Inquiry 11. Amount received from the sale of coal, sand and gravel, sold to:—**

- (a) **Other farmers.** (b) **Non-farmers.** Include under (a) all receipts from the sale of coal, sand or gravel to other farm operators, and under (b) the receipts for such sales to all persons other than farm operators.

**184. Inquiry 12. Income from other sources.** If the farm operator has hail insurance or fire insurance on his buildings or live stock and he was hailed out or had a building burned, during the 12 month period, June 1, 1945, to May 31, 1946, the money received shall be included in answer to this inquiry. Receipts from the sale of farm machinery shall also be entered here. If an old machine is turned in on a new one, give the allowance on the old machine under this inquiry and the dealer's sale price of the new machine under Inquiry No. 35(a). Include any cash receipts such as exhibition prizes for crops or live stock and receipts from live stock breeding fees, etc.

## SECTION XI. FARM POPULATION

**185. Inquiry 13(a) and (b). Total number of persons living on this farm on June 1, 1946.** Care should be taken that the sum of Inquiries 13(a) and 13(b) is equal to the entry for Inquiry 13. On institutional farms enter as farm population, only those members of the institution who direct or perform agricultural operations. If a member of this household is on Active Service or at camp with a Reserve Army Unit he shall be counted as part of the farm population.

**186. Inquiry 14. How many members of the family, 14 years of age and over, have permanently left this farm, since June 1, 1941, to live elsewhere than on a farm?** This

inquiry is designed to show the movement of population from the farm to other occupations during the past 5 years.

## SECTION XII. FARM LABOUR

While housework is often contended to be part of the farm labour, for census purposes, the Enumerator shall take special care to see that it is excluded.

**187. Inquiries 15 and 16. Farm workers.** These two inquiries are designed to give a picture of farm labour during a specified time of the year. The members of the operator's family who do not receive specified wages and who are included in Inquiry 15 must not be included in Inquiry 16; similarly in Inquiry 16, no labour shall be included more than once in (a), (b), (c) or (d). Include under (d) all persons hired, other than by the year, month or day, such as on a contract basis for thinning or harvesting sugar beets, etc.

**188. Inquiry 17. Number of weeks of hired labour from June 1, 1945, to May 31, 1946.** This inquiry must always have an entry where hired labour was used or where the operator was a hired manager during this period. Be sure to include the total number of weeks of hired labour, whether it was used on this farm or in doing custom work for this operator. For example, if the hired man uses the operator's tractor to do custom plowing for a neighbour, his labour during this period shall be included in this inquiry along with the time he spent working on this farm. Include members of the operator's family under this inquiry, when they are paid actual wages.

**189. Inquiries 18 and 19. Wages paid.** These two inquiries are designed to give the wages paid and the value of the room and board furnished the hired labour reported under Inquiry 17. The answers to these two inquiries must be consistent with the answer to Inquiry 17. Any unexplained inconsistencies will be returned to the Enumerator for correction. Care must be taken to include only the cash value of wages in Inquiry 18. The value of any farm products taken in lieu of cash wages shall be included. The estimated value of house rent or room and board furnished the farm labourers shall be based on current rates prevailing in the locality.

## SECTION XIII. FARM ACREAGE AND TENURE

The experience of previous censuses has shown that frequently this section is not filled out completely. In many cases the Enumerators failed to realize the relationship of the total acreage in this farm, Inquiry 20, to Inquiries 24, 46, 47, and others.

**190. Location, area, tenure.** The exact location, area and tenure of each section of this farm within the sub-district is to be reported here. State in Column 1 the section and quarter, or lot number, on which the farm is located, and in Columns 2 to 4 inclusive, give the township, range and meridian. In Column 5 record the area of the land in this section or quarter, while in Column 6 state whether the operator owns, rents, leases or manages for others this land. (Consider as owned, the land that the operator or his wife hold under title, homestead law, purchase contract, or as an heir, or as a trustee of any individual estate, whether it is used for crops, pasture, etc.) If the land is rented or leased, state in Column 7 whether the owner is a private individual, a government body (federal, provincial or municipal) or a corporation, (bank, mortgage company, etc.) It is not necessary to state the name of the individual or corporation in Column 7. For example, a farm of 540 acres is run by an operator who owns 320 acres located in the N $\frac{1}{2}$  of Section 7, Township 15, Range 8, and West of the 4th Meridian, he rents 160 acres in the N.W. $\frac{1}{4}$  of Section 6, Township 15, Range 8, and West of the 4th Meridian from a private individual, and leases 60 acres of grazing land in the S.W. $\frac{1}{4}$  of Section 8, Township 15, Range 8, West of the 4th Meridian from the Provincial Government. This farm would be reported on 3 lines showing the exact location, area, tenure and class of owner of the leased or rented lands. (See Specimen Schedule).

**191. Inquiry 20. Total area of this farm June 1, 1946.** Give the total acreage as indicated by the note under the section heading. The answer to this inquiry must equal the sum of all entries in Column 5 and include all lands, whether owned, rented, leased or managed for others, that are located in this sub-district and on which the operator conducts farming operations of any kind, whether they are cropped, used for hay or pasture, in woodland, etc. Large areas of timber land or other non-agricultural land held by a farm operator, but conducted apart from the farm business and which are not used for hay or pasture or for any other agricultural purpose shall not be included.

**192. Inquiry 21. What was the area of this farm on June 1, 1945?** Include under this inquiry the area of all lands operated by the farm operator, whether owned, rented, leased or managed, and which are located in this sub-district.

**193. Inquiry 22. Area of farm land owned by you in the Prairie Provinces but operated by someone else.** Include all farm land in the provinces of Manitoba, Saskatchewan and Alberta that you actually own but which is operated by someone else as a farm, independently of your own.

**194. Inquiry 23. Land operated outside of this sub-district in 1946.** This inquiry is designed to give the acreage of this farm which is located outside of this sub-district and consequently is not reported under Inquiry 20. The acreage given here, plus that given for Inquiry 20, shall equal the total area operated by this operator, regardless of location. If part of the farm is located outside this sub-district, state under (a) the exact location of such land, under (b) the area of land owned and under (c) the area rented or leased by the farm operator named in Inquiry 1.

The Enumerator shall endeavour to obtain the exact location of these lands held by the farm operator outside of his own sub-district, because these will be matched with the corresponding "Non-Resident" schedules.

#### SECTION XIV. FARM VALUES

**195. Inquiry 24. Total value of this farm (land and buildings).** (1) This inquiry is important and the Enumerator shall obtain, for all farms, as accurate an estimation of the value as can be secured. The explanatory note under the inquiry must be carefully studied. The value required covers all the land reported under Inquiry 20 and the buildings and improvements thereon, as of June 1, 1946, whether owned, rented, leased or managed.

(2) Satisfy yourself that the value given is the amount for which the farm would sell if there were a willing buyer and a willing seller, and not a forced sale. Do not report the assessed value unless it conforms with the market value. Assure the operator that the figures given will not be used for taxation purposes and that they will not be seen by anyone other than the sworn employees of the Dominion Bureau of Statistics.

(3) For institutional farms, the report shall cover only the value of the land and buildings which are used directly for agricultural purposes. Do not include the value of buildings used for inmates, instructors, students, etc. The value of buildings or factories producing butter, cheese, condensed or evaporated milk, canning factories, which, although situated on the farm, are used for manufacturing or administrative purposes rather than for farm purposes, shall not be included under Inquiries 24 or 26.

**196. Inquiry 25. Value of the farm home.** Under this inquiry is to be entered the value of the house in which the farm operator and his family live. If there is more than one house on the farm, be sure to give only the value of the house in which the operator lives. Include the value of any other house or dwelling on this farm in Inquiry 26.

**197. Inquiry 26. Value of other farm buildings.** In addition to the value of farm houses other than that of the farm operator, include here the value of all other buildings, used for agricultural purposes on the farm, such as barns, sheds, poultry houses, etc. Do not attempt to find out the original cost of the buildings nor the amount it would cost to replace them, but arrive at the value in the same manner as instructed for Inquiry 24.

## SECTION XV. FARM FACILITIES

The values for farm machinery like those for land and buildings shall be the market value, i.e., the amount for which they would sell if there were a willing buyer and a willing seller. Farm machinery owned on shares shall be included on the farm where it is found on the date of the Census. Do not include old equipment which is no longer used.

**198. Inquiries 27(a) to 27(i). Number and value.** Report under these inquiries the number and value of the various classes of machinery on this farm, and under (j) the value of all other equipment and machinery not included in (a) to (i), such as plows, seeders, harrows, mowers, cultivators, silage cutter, feed grinders, garden tools, dairy equipment, carpenter and blacksmith tools, fanning mills, harness, etc. Do not include under (i) the value of any electric equipment except the motors.

**199. Inquiry 28. If you have electric power, what is the source of supply?** If this farm has electric power state under (a) whether the power is furnished by a central power plant, such as, Manitoba Power Commission, Canada Utilities Limited, Prairie Power Company Limited, etc., or under (b) whether the electric power is generated on this farm, for example by a delco system, windmill, or by some other means.

**200. Inquiry 29. How many miles did you drive your car from June 1, 1945, to May 31, 1946?** If you report an automobile or automobiles under Inquiry 27(b), state the number of miles it (they) was driven during this period for farm purposes or otherwise.

## SECTION XVI. FARM INDEBTEDNESS

**201. Inquiries 30 to 32. General Instructions.** Include all mortgages and agreements for sale owing at the Census date on all farm buildings and land owned by this operator, in this sub-district or elsewhere whether operated by him or rented to someone else. Positive assurance shall be given to the farmer

53329-6½

that the records of an individual farm will not be made public. This information is absolutely confidential and will be used only in the compilation of statistical tables.

If there are 2 or more holders of the farm indebtedness report the amount of debt and rate of interest owing each holder under the proper column. Consider under Column 3 as a Corporation, any bank, loan, trust, insurance, railway or mortgage company. Report under Column 4 any debt held by another farm operator, and under Column 5 debt held by any private individual other than farm operators.

**202. Inquiries 30 and 31. Mortgages and agreements for sale.** The amounts reported here shall include all debts secured by mortgages, deeds of trust, judgments, agreements for sale, and by any other legal instrument which partakes of the nature of a mortgage. Include all mortgages or agreements for sale on outlying land **owned by this farm operator**, including land owned by him and **rented to someone else**. These inquiries must be asked of all farm operators who own all or part of the land they operate, but **not** of tenants or managers.

A farm, where foreclosure proceedings have been started but where the period of redemption has not expired and the operator still has the use of the land, shall be considered as mortgaged.

If the amount of the mortgage or agreement for sale exceeds the total value of land and buildings reported under Inquiry 24, the Enumerator shall state the reason in the margin of the schedule.

Where an agreement for sale is in kind, for example, in bushels of wheat, give in answer to Inquiry 31 the current value of the amount outstanding. The rate of interest for such contracts is not usually known; therefore the Enumerator shall mark "X" in Inquiry 31 opposite the indicated holder of the debt.

**203. Inquiry 32. Liens on crops, live stock and implements.** Include under this inquiry all debts of the farm operator which are secured by liens on crops, live stock or farm implements. This question must be asked of each operator regardless of whether he is the owner, part owner, tenant or manager of the farm.

## SECTION XVII. FARM EXPENDITURES, JUNE 1, 1945, TO MAY 31, 1946

**204. Inquiries 33 to 45. General Instructions.** Include in this section all expenditures incurred during this period in the operation of all the land farmed by this operator, whether located in this sub-district or elsewhere. Include all expenditures for this

period **whether paid for in cash or obtained on credit.** If work was done off this farm with horses or equipment, include under the proper inquiries any cash expenditures in connection therewith for feed, fuel, repairs, etc. In the case of rented farms, include any contributions made by the landlord as well as those made by the tenant operator. Do not report expenses on land owned by this operator but rented to someone else. Since the expenditures for the whole farm business will be reported on the "Resident" farm schedule, no expenditures shall be reported on the "Non-Resident" farm schedule which represents **part** of another farm. Any expenditures incurred in the operation of a "Non-Resident" farm which is not operated as a part of another farm, must however be reported under the various inquiries. (See Instructions 161 and 162).

**205. Total amount spent.** State in Column 1 the total amount expended for the various items, and include not only the amount actually paid, but also the cash value of any credit secured during this period.

**206. How much of this amount did you pay to other farmers?** Include in Column 2 the amount of the total expenses (already reported in Column 1) that was paid to or was obtained on credit from other farm operators. If for example this farm operator (Mr. Jones) rented grazing land from another operator (Mr. Smith), the amount Mr. Jones paid or owes Mr. Smith for this rented land shall be reported under Inquiry 41, Column 2. Similarly the amount Mr. Jones paid or owes Mr. Smith for live stock bought either for breeding and production purposes, or bought as feeder stock, shall be reported under Inquiry 43, Column 2.

**207. Inquiry 33. Taxes levied for the year 1945 on land and buildings.** This inquiry is to be answered only for buildings and land **operated by the owner.** Where the farm operator owns one part of the farm and rents another part, he shall report taxes only for the part that he actually owns and operates. Do **not** report here taxes on land owned by this farm operator but which is **operated by some one else.** State only the current real estate taxes levied in 1945 on the land operated by this owner, and on the buildings and improvements thereon. Do not include back taxes, irrigation taxes, sales taxes, gasoline taxes, etc. If any of the acreage reported as owned in 1946 was not operated by the present operator in 1945, the Enumerator shall assist the farmer in approximating the tax levy for such acreage in 1945.

**208. Inquiry 34. Binder twine.** This enquiry is self-explanatory.

**209. Inquiry 35. Farm implements and machinery.**

(1) Include under Inquiry 35 (a) the total cost of **new and used** implements and machinery, **including automobiles**, purchased during this period. For example, if a new tractor was bought for \$1,000 and an old one was turned in with an allowance of \$200, the expenditures shall be entered as \$1,000 and \$200 shall be entered under Inquiry 12. Do not include the cost of any used equipment that was bought only for repair parts under (a) but report same under (b).

(2) Inquiry 35 (b). Include the cost of **repair parts** only (see Inquiry 35 (a) ) for all farm implements and machinery, **except automobiles**, such as new binder and mower parts, disc plates, etc.

(3) Inquiry 35 (c). Report under this inquiry the amount expended for **repair labour** on all farm implements and machinery, **except automobiles**. Include such items as blacksmithing and horseshoeing, as well as machine shop and garage labour costs.

**210. Inquiry 36. Custom work.** Include here the amount expended during the twelve months for hired custom work done on the farm, such as plowing, threshing, wood-sawing, etc. Custom work includes the work done by a man and his "outfit" and he is usually paid by the bushel, by the acre, by the cord of wood sawed, etc. This type of work shall not be confused with work done by hired farm labourers, the wages for which are included under Inquiry 18.

**211. Inquiry 37. Field crop seeds.** Include under this inquiry the amount expended for such seeds as grains, grass or fodder crop seed, potatoes, etc. Do not include here purchases of vegetable seeds or plants but report same under Inquiry 44.

**212. Inquiry 38. Fuel and oil used for farm purposes in tractors, trucks, combines, gasoline engines, but not in automobiles.** The Enumerator shall not report under this inquiry any expenditures for fuel and oil used in farm automobiles.

**213. Inquiry 39. Feed.** Include all expenditures for feed as indicated under this inquiry. The Enumerator shall make sure that the expenditures reported are consistent with the size of the farm as well as with the number of animals reported.

**214. Inquiries 40 (a) and (b). Building materials.** Include under these inquiries the amount expended for all building materials, such as lumber, roofing material, cement, paint, nails, fencing material, etc., that was purchased during the period June 1,



1945, to May 31, 1946. Report under Inquiry 40 (a) the value of this building material that was used for **new construction** such as for new buildings, dugouts, wells, etc.; and under Inquiry 40 (b) report the value of building material used for **repairs** to farm property, including buildings, wells, fences, etc.

**215. Inquiry 41. Rent paid for land leased in 1945 (cash value).** This inquiry must be answered whenever the farm operator reports rented or leased land, and must include not only rent paid in cash, but also the cash value of rent paid in kind. If the land is rented on a share basis, include the estimated cash value of this share. Include also any taxes or repairs paid for by the tenant, while contributions by the landlord for such things as feed, seed, fuel, etc., shall be subtracted.

**216. Inquiry 42. Fertilizers and manures.** This inquiry is self-explanatory.

**217. Inquiries 43 (a) and (b). Purchases of live stock and poultry.** Include under these inquiries the total amount expended for the purchase of domestic animals, poultry and bees. If the stock purchased was kept **mainly for breeding and production** purposes, include the amount expended for such stock under (a). If the stock purchased was bought **mainly for fattening and resale**, include such expenditures under (b). Include also under (b) purchases of day-old chicks and packaged bees.

**218. Inquiry 44. Fruit and vegetable supplies.** This inquiry refers to the amount expended during this period, for materials used in the production and marketing of fruits and vegetables, whether for home use or for sale.

**219. Inquiry 45. Other expenditures.** This inquiry is designed to include all expenses, other than those enumerated in the previous inquiries, incurred **in the operation of all land farmed by this operator** from June 1, 1945, to May 31, 1946. A few examples are given on the schedule under the inquiry. Do not, however, include expenditures for food, fuel, clothing or other family necessities.

## **SECTION XVIII. CONDITION OF LAND ON THIS FARM**

**220. General instructions.** (1) The purpose of this section is, first to classify the total acreage of the farm as given in Inquiry 20, into improved and unimproved land, and second, to sub-classify these areas into crop land, pasture land, woodland, etc. Therefore, the answer to Inquiry 46 plus the answer to Inquiry 47 must equal

the answer to Inquiry 20. The Enumerator shall note that the addition of the entries under Inquiries 46(a), (b), (c) and (d), and 47(a), (b) and (c) must equal the entry given in answer to Inquiry 20.

(2) To fill out this section properly the Enumerator must understand the relationship that each of the inquiries in this section bears to each other and to other inquiries on the schedule.

**221. Inquiry 46. Area of improved land.** The instruction given under this inquiry on the agricultural schedule is sufficiently clear not to require further explanation.

(1) **Inquiry 46(a). Area under crops.** Include the total acreage which is, or will be under crop of any kind in 1946. This includes the total acreage in field crops, farm and market gardens, orchards, small fruits and nurseries. It does not include however the acreage seeded to pasture. (See Inquiry 46(c).)

(2) **Inquiry 46(b). Area of land summer fallowed.** Include the total acreage that is tilled or will be tilled as summer fallow in 1946. Cultivated or improved land that is not being tilled and is not under crops, but is lying idle shall be reported under Inquiry 46(d).

Land that is plowed in the summer after a crop, such as hay or fall rye has been removed, shall be reported under the crop section and not as summer fallow. However, if a crop such as sweet clover or buckwheat is sown and plowed under as green manure, this acreage shall be reported as summer fallow.

(3) **Inquiry 46(c). Area of improved land in pasture.** Include in this inquiry all land which has been cultivated and seeded to pasture. Do not include natural prairie hay or pasture land. (See Inquiry 47(a).)

(4) **Inquiry 46(d). Area of other improved land.** Include any other land which comes under the definition of improved land as given in the note under Inquiry 46, but which does not come under Inquiries 46(a), (b) and (c). In most cases this will include the area of buildings, barnyards, sheds, lanes, etc. It may also include, however, large areas of idle improved land. In such cases write "idle land" after the inquiry.

**222. Inquiry 47. Area of unimproved land.** In all cases the total area of unimproved land must equal the sum of the answers to Inquiries 47(a), (b) and (c).

(1) **Inquiry 47(a). Area of unbroken prairie, brush, stump, unimproved hay or pasture land.** Include all uncultivated land which is in prairie hay or being used for pasture,

also any land which has been cultivated in the past but has been idle for a number of years, is going back to its natural state and is now being used for hay or pasture. Woodland which has been wholly or partially cleared and from which some natural hay has been cut is, for census purposes, classed as unimproved land and shall be included under this inquiry.

(2) **Inquiry 47(b). Area of woodland.** Include in this inquiry all woodland, farm woodlots, land leased for firewood and cutover land with young growth, which has or will have value as timber. The area of trees planted for wind breaks shall also be included in this inquiry. Do not include any land used for prairie hay or pasture which is reported under Inquiry 47(a), nor large timber tracts which are run as a separate business from the farm.

(3) **Inquiry 47(c). Area of other unimproved land.** Include any other unimproved land on the farm which is not enumerated in Inquiries 47(a) or (b) and which is not being used as hay or pasture or for any other agricultural purpose. This will include such areas as sloughs, rocky land, etc., which are not being used, but are part of the farm area and, therefore, must be enumerated to give a complete account of the farm acreage.

## SECTION XIX. CROPS

**223. General instructions.** The columns in this section must be filled in wherever applicable for every crop listed. Columns 1 and 2 refer to the 1945 crop acreage and production while Column 3 refers to the 1946 crop acreage. Do not report crops which this farmer may have raised on another farm in 1945, if such land is not part of the farm he now operates.

The Enumerator shall study carefully the list of crops printed on the schedule, in order that he may be sufficiently familiar with them to avoid omitting or duplicating any crop. If the Enumerator finds that crops, other than those listed, were raised on the farm, he shall write the name of such crops in Inquiries 61, 71 or 75.

Make entries on the proper line. Be sure that all entries made in any of the columns are entered on the line opposite the name of the crop to which they refer. Do not enter the acreage under one inquiry and the yield for that acreage under another inquiry. (See Instruction 229(3).) If part of the acreage sown to oats was harvested as grain and part as hay, due to partial crop failure, report only the acreage harvested and threshed as grain under Inquiry 52(a), and report the acreage harvested as hay under Inquiry 52(b) along with the amount of hay cut.

Every reasonable effort shall be made to obtain figures based on records, or if no records are kept, reliable estimates shall be made, if possible, by the farm operator, or by some other reliable person.

**224. Nurse crops.** Where nurse crops are grown, as for example, where sweet clover is seeded with oats, report under Inquiries 52(a) or (b) the area of oats harvested. Do not duplicate this area by reporting the same acreage under sweet clover.

**225. Fall crops.** If a crop was seeded in the fall of 1944, to be harvested in 1945, such as fall wheat or rye, the acreage shall be entered in Column 1 and the yield in Column 2. Crops planted in the fall of 1945, for harvest in 1946, shall be reported only in Column 3.

**226. Column 1. Area sown or planted for harvest in 1945.** The Enumerator shall enter in Column 1 the number of acres sown or planted to each crop on this farm **for harvest in 1945.** The sum of the acreage shown in Column 1, Inquiries 48 to 75, plus the acreage in gardens, orchards and nurseries, Inquiries 84 to 86, must equal the total area under crops in 1945.

**227. Column 2. Quantity harvested in 1945 whether sold, kept on the farm for seed, feed, etc.** The Enumerator shall enter in this column the total production from the acreage sown or planted, according to the instructions given at the top of the column. Be sure that the entries made are correct and are in the units given on the schedule. Whenever there is an entry in Column 1, there must be an entry in Column 2, except where there was no crop whatever harvested, due to a crop failure such as caused by hail, frost, rust, etc. Where such occurs write "crop failure" in Column 2, opposite this crop. It is the Enumerator's duty to become well acquainted with the average production per acre of the various crops in his Enumeration Sub-district.

**228. Column 3. Area sown or planted for harvest in 1946.** Report in this column the total number of acres **for harvest in 1946**, whether planted on the date of the census or that will be planted later. (See also Instructions 221(1) and 225). The sum of the acreage shown in Column 3 plus the acreage in gardens, orchards and nurseries, Inquiries 48 to 75, and 84 to 86 inclusive, **must** equal the total area under crops Inquiry 46(a).

**229. Inquiries 48 to 61. Grains, etc.** (1) These inquiries shall include in Columns 1 and 2 crops which were planted and harvested in 1945 and in Column 3 crops planted for harvest in 1946. If for example, oats were planted for grain in 1945, but, due to

partial crop failure, were harvested as hay, such acreage and production shall be reported under Inquiry 52(b). Report other grains cut for hay or summer feeding under Inquiry 70.

(2) Where corn is grown for husking purposes include same under Inquiry 55(a), and where it is grown for ensilage or fodder, report same under Inquiry 55(b). When reporting the quantity of husking corn, Inquiry 55(a), that was harvested in 1945, give the number of bushels of shelled corn. Two bushels of ear corn or husked corn by measure equals approximately one bushel of shelled corn. One bushel of ear corn weighs 70 pounds and one bushel of shelled corn 56 pounds. (See Instruction 262.)

(3) Flax. The area and production of the linseed (oil) varieties of flax will be reported in Columns 1 to 3 of Inquiry 56 (a). Where varieties of fibre flax are grown report the area under 56(b) and any seed harvested from this acreage shall be entered under 56(a), Column 2. The quantity of fibre or tow harvested in 1945 will be reported opposite the area sown, i.e., Inquiry 56(b), in Column 2.

(4) Do not report under Inquiries 55, 57 and 58 the area or production of corn, peas and beans grown for table use or for canning purpose, but report same under Inquiry 84.

**230. Inquiries 62 to 71. Hay and forage crops.** The Enumerator shall include in this section all the hay and forage crops, except Inquiries 52(b) and 55(b), grown on the farm in 1945. Hay or fodder crops which are grown on the farm and are not named on the schedule shall be reported under Inquiries 68 and 71. If, during the year, two or more cuttings of hay were taken from the same acreage, report the acreage only once. If both hay and seed were harvested from the same acreage or if just seed was harvested, report the total acreage in this section.

**231. Inquiries 72 to 75. Potatoes, roots, etc.** The answer to these inquiries must be reported in the units given on the schedule. (See Instruction 262 for conversion tables.) In this section the acreage shall be reported to the nearest tenth of an acre, such as 1/10, 2/10, 3/10, 4/10, etc. Do not use decimals. Be sure to report all patches of potatoes, no matter how small. The Enumerator shall remember that potatoes and turnips grown by market gardeners must be reported here. Do not include here, however, the area and production of other vegetables grown in home or market gardens, but report same under Inquiry 84.

Any other field crop not listed in the above crop sections, but grown on the farm, shall be included under Inquiry 75.

**232. Inquiries 76 to 82. Seed harvested on this farm in 1945.** The quantity harvested shall be given on a clean seed basis. If the seed has not been cleaned, the Enumerator shall obtain an estimate of the weight of cleaned seed. If the hay from which the seed was taken is to be used as feed, it shall be reported in the hay and forage section. Report in Column 3 the quantity of seed sold or offered for sale.

**233. Inquiry 83. How many bushels of wheat did you grind or have ground into flour or exchange for flour during the past 12 months for use by your household?** This inquiry is self-explanatory.

#### **SECTION XX. VEGETABLES, FRUITS, ETC.**

**234. Inquiries 84 to 86. General instructions.** In this section the acreage reported in Columns 1 and 3 shall be given to the nearest tenth of an acre. In Column 2 report the total value of products harvested for home use or for sale. **Do not include potatoes and turnips** in Inquiry 84, but report here all other vegetables grown on this farm. Report under Inquiry 85 only the acreage of **cultivated** fruits (tree and small). Do not enumerate wild fruits such as pin cherries, saskatoons, etc. Do not include under Inquiry 86 areas planted for shelter belts or for wind breaks.

**235. Inquiry 87. What was the value of home grown vegetables and fruits consumed by your household from June 1, 1945, to May 31, 1946?** Include in this inquiry the total value of all home grown vegetables and fruits (Inquiries 84 to 86) consumed by the household from June 1, 1945, to May 31, 1946. Do not, however, include the value of any wild fruits harvested and consumed.

#### **SECTION XXI. VALUE OF CROPS SOLD, JUNE 1, 1945, TO MAY 31, 1946**

**236. Inquiry 88(a), (b), (c) and (d).** The Enumerator shall be careful to include under (a), (b), (c) and (d) of this inquiry only the value of crops sold during this period. **Do not** include the value of crops fed to live stock or used for seed on the farm. On Institutional farms report as **sold** all farm products, produced on the farm and consumed by the members of the Institution.

#### **SECTION XXII. FOREST PRODUCTS CUT ON THIS FARM, JUNE 1, 1945, TO MAY 31, 1946**

**237. Inquiries 89 and 90. General instructions.** All forest products reported in this section must have been cut on this farm, that is, from the acreage reported under Inquiry 21.

A cord as used in measuring firewood, pulpwood, etc., contains 128 cubic feet of piled material, such as a pile 4 feet high, 4 feet wide, and 8 feet long, or its equivalent. The value of evergreen trees cut on this farm and sold as "christmas trees" shall be included in Inquiry 90.

Report in Column 3 the total quantity of firewood sold off this farm during the 12 month period. Include in Column 4 only the value of forest products (firewood, etc.) sold to **other farm operators**, while in Column 5, report the value of products sold to any individual, company, etc. **other than farm operators**.

### **SECTION XXIII. LIVE STOCK, JUNE 1, 1946, AND ANIMAL PRODUCTS, FROM JUNE 1, 1945, TO MAY 31, 1946**

**238. General instructions.** Report all domestic animals, kept on this farm, belonging to the farm operator or to the hired help, to members of the operator's family and all animals which are pastured or fed for others. Include live stock owned by this operator which are being pastured in community pastures. Do not report on this schedule live stock owned by this operator which are pastured or kept on another farm or ranch. Such live stock shall be enumerated on the schedule of the operator of the farm or ranch where they were being kept on June 1, 1946.

**Entries to be made on the proper line.** Care shall be taken to enter each age group on the proper line and to insert both the number and value where required. Also be sure to report live stock born this spring, as the farmer often overlooks such animals unless he is asked directly for their number.

**239. Breeding animals owned jointly.** Breeding animals owned jointly by two or more farmers and kept in turn on the various farms shall be reported on the farm where they happen to be located on June 1, 1946.

**240. Inquiries 91 and 92. Mules and goats on this farm, June 1, 1946.** These inquiries are self-explanatory.

**241. Inquiries 93 to 97. Horses on this farm, June 1, 1946.** Care shall be taken to enumerate these in their proper group.

**242. Inquiries 98 to 103. Cattle on this farm, June 1, 1946.** In classifying cattle follow closely the designations on the schedule. Be sure that the sum of Inquiries 98 to 103 equals the total number of cattle on the farm.

(1) Under Inquiries 99 (a) and 100 (a) animals, "**kept mainly for milk purposes**", include those animals of dairy breeds or mixed dairy breeds which are used or will be used primarily as milk cows.

(2) Under Inquiries 99 (b) and 100 (b) animals "**kept mainly for beef purposes**", include those animals of the beef breeds or mixed beef breeds which may be milked occasionally but are primarily kept for beef purposes.

**243. Inquiry 104. Cows milked.** Report here the number of cows and heifers milked during any part of this period whether they are still on the farm or not.

**244. Inquiries 105 to 110. Milk production.** These inquiries are designed to give the total disposition of whole milk produced on the farm. The quantities disposed of, whether as milk, butter, cream, or cheese, are to be reported in Column 1, and the value of these quantities in Column 2. The milk from cows kept on this farm by employees shall also be included in these inquiries.

(1) **Quantity and unit of measure. Column 1.** The Enumerator shall enter in this column not only the quantity but also the unit of measure used in reporting same, e.g., pound, (lb.), quart (qt.) or gallon (gal.)

(2) **Value. Column 2.** In this column Inquiries 105, 106 and 108 the Enumerator shall enter the value received from the sale of dairy products and in Inquiries 107 and 109 the value of butter and cheese made on this farm.

(3) **Milk equivalent. Column 3.** In past censuses, the Enumerators experienced difficulty in arriving at the total production of milk as there were very few farmers who kept accurate records of this item. To obviate this difficulty Column 3, "Milk equivalent", has been inserted. The Enumerator shall enter in Column 3 the number of pounds of whole milk that are equivalent to the quantity of cream, butter and cheese that are entered in Column 1. If Column 3 is properly filled in, the sum of the entries for Inquiries 105 to 107, 109 and 110 will give the total milk production (Inquiry 111.) Note that the conversion units are based on milk with a butterfat content of 3.5 per cent, and, for census purposes, this constitutes a fair average for a whole year's production.

The conversion units required to make these changes are given at the beginning of the section on the schedule, as well as in the following table.



Unit of measure		Conversion unit
Quart of milk	multiply by	2½—lb. of milk
Gallon of milk	"	10—lb. of milk
Pound of butterfat	"	100 ÷ 3.5—lb. of milk
Pound of cream	"	10—lb. of milk
Quart of cream	"	25—lb. of milk
Gallon of cream	"	100—lb. of milk
Pound of butter	"	25—lb. of milk
Pound of cheese	"	11—lb. of milk

**245. Inquiry 105. Milk sold.** The answer to this inquiry must be reported in terms of whole milk in Columns 1 and 3. Where the milk is sold on a butterfat basis or by the gallon, state the quantity and unit in Column 1 and use the conversion units given above or on the schedule, to arrive at the milk equivalent in Column 3. Do not report skimmed milk or buttermilk.

**246. Inquiry 106. Cream sold.** Report all cream sold, whether retailed as sweet cream or sent to a creamery. If sold on a butterfat basis, use the conversion unit given above or on the schedule. In reporting cream sold under (a) be sure to enter in Column 1 the number of pounds of butterfat sold. If cream is sold by measure (b) state the number of pounds, quarts or gallons sold in Column 1 then use the conversion unit to obtain the milk equivalent to be entered in Column 3.

**247. Inquiry 107. Butter made.** This inquiry includes all butter made on this farm whether for home use or for sale.

**248. Inquiry 108. Butter sold.** The butter included in this inquiry must also be included in Inquiry 107.

**249. Inquiry 109. Cheese made.** This inquiry includes all cheese made on this farm whether for home use or for sale.

**250. Inquiry 110. Milk consumed.** While the farmer may not be able to give exact figures for this inquiry, the Enumerator shall assist him in giving as accurate an estimation as can be given. Include all whole milk used by households living on this farm, whether it is consumed as whole milk or as cream. Do not report cream made into butter or milk used to make cheese as it is already included under Inquiries 107 and 109. Be sure to report only the **whole milk** fed to live stock. Skim milk consumed by the household or fed to live stock shall **not** be reported under this inquiry.

**251. Inquiry 111. Total milk produced.** This inquiry must be answered on all schedules where there is any milk produced. The answer to this inquiry shall equal the sum of the entries for Inquiries 105 to 107, 109 and 110, Column 3. However, since this total is based on the accuracy of the conversion units used, which may vary for individual farms and on the estimation of the quantity consumed, it shall, wherever possible, be checked with any other figures that the farmer may have, to show his total milk production.

**252. Inquiry 112. Number of cows and heifers milked on this farm yesterday.** Report under this inquiry the number of cows and heifers milked on the day previous to the Enumerator's official visit.

**253. Inquiry 113. Quantity of milk produced yesterday by the animals mentioned in Inquiry 112.** State the number of pounds of milk produced yesterday.

**254. Inquiries 114 to 117. Sheep and lambs on this farm, June 1, 1946.** These inquiries are self-explanatory.

**255. Inquiries 118 and 119. Wool clip June 1, 1945, to May 31, 1946.** The Enumerator will observe that it is the weight and value of the unwashed fleece that is required. This is essential in order that the figures for all farms may be comparable. The Enumerator will remember that there should be some degree of relationship between the number of sheep shorn and the weight of fleeces. Inquiries 119 (b) plus 119 (c) must equal 119 (a).

**256. Inquiries 120 to 123. Swine on this farm, June 1, 1946.** These inquiries shall be filled in carefully according to instructions on the schedule.

**257. Inquiries 124 to 129. Poultry on this farm, June 1, 1946.** In Inquiry 129 give the name of the "other" poultry in the space provided for that purpose.

**258. Inquiries 130 and 131. Eggs produced from June 1, 1945, to May 31, 1946.** Include all hens' eggs laid during this period whether sold, hatched or used on the farm. Be sure to include eggs consumed by all households living on this farm. The difference between the number of eggs produced and the number of eggs sold shall be equal to the number consumed on the farm plus the number used for hatching. Any special case shall be noted on the margin.

**259. Inquiries 132 to 135. Bees, June 1, 1946, and apiary products, from June 1, 1945, to May 31, 1946.** When the owner of a number of hives of bees places them out on another farm,

they shall be reported on his own schedule together with the production of honey and **not** on the schedule of the farm where they are located. Bees and honey reported on a farm schedule must be owned by the operator of that farm. Where the owner of the bees does not have a farm, according to the census definition, the bees shall be reported on Form 3. The difference between Inquiries 133 and 134 shall be equal to the quantity of honey consumed on the farm which must be in relation to the number of people living on the farm. Any unusual condition shall be explained.

**260. Inquiries 136 to 142. Disposal of live stock from June 1, 1945, to May 31, 1946.** In this section the Enumerator shall enter the number and value of all live stock sold alive or slaughtered on this farm, during the above mentioned period. Animals slaughtered are to be carefully entered in the spaces provided for those "slaughtered for sale" and those "slaughtered for home use". Do not include the transactions of drovers and live stock dealers unless they buy the live stock for fattening and their operations come under the definition of a farm. Care shall be taken to enter the items on the correct lines. All values reported shall be consistent with the corresponding number of animals.

**261. Inquiry 143. Do you keep fur-bearing animals on this farm?** If there are fur-bearing animals on this farm on June 1, 1946, name the kind of animals kept, such as fox, mink, rabbits, beaver, etc.

**262. Conversion table.** The following table gives a number of standard weights which might be useful to the Enumerator in arriving at the units called for on the schedule.

Product	Unit	Net Weight Pound
<b>Grains—</b>		
Wheat.....	1 bushel	60
Barley.....	1 "	48
Oats.....	1 "	34
Rye.....	1 "	56
Corn (shelled).....	1 "	56
Corn (ear).....	1 "	70
Flaxseed.....	1 "	56
Soybeans (dry).....	1 "	60
Field beans (dry).....	1 "	60
Field peas (dry).....	1 "	60
Sunflower seed.....	1 "	24
<b>Potatoes and roots—</b>		
Potatoes.....	1 "	60
Turnips and swedes.....	1 "	50
		(approx.)

Product	Unit	Net Weight Pound
Clover and grass seed—		
Clover (red, alsike and sweet).....	1 bushel .....	60
Alfalfa.....	1 " .....	60
Timothy.....	1 " .....	48
Brome grass.....	1 " .....	14
Crested wheat grass.....	1 " .....	22
Honey.....	1 gallon .....	14.2 (approx.)

#### SECTION XXIV. ANIMALS, ANIMAL PRODUCTS, FRUITS, GARDENS, ETC., NOT ON FARMS. FORM 3

**263. General instructions.** The record of incidental agricultural operations, on plots of less than one acre and on other plots of one acre or more which were not used for pasture and where the value of agricultural production was less than \$50, will be reported on Form 3.

The Enumerator shall inquire of every household, not living on a farm (particularly in cities, towns and villages) whose census he records on the Population Schedule, whether or not they are in possession of any of the items listed on Form 3, and if so, he will obtain and enter the information under the proper headings on this schedule.

**264. Reference to Schedule 1.** In Columns 1 and 2 will be entered the numbers of the page and line respectively on which the person is recorded on the Population Schedule. In Column 3 will be entered the name of the occupier or owner or other person in charge.

**265. Columns 4 to 17. Domestic animals and poultry on this plot, June 1, 1946.** The entries for the animals on this plot on June 1, 1946, must be filled out in Columns 4 to 17 according to the heading for each column.

**266. Column 18. Bees, June 1, 1946.** Enter in this column the number of hives of bees owned by the person enumerated whether they are kept on this plot or placed out on some other farm or plot of land. The total amount of honey and wax produced will be entered in Columns 23 and 24. (Read carefully Instruction 259.)

**267. Columns 19 to 24. Animal products on this plot, June 1, 1945, to May 31, 1946.** These columns shall contain a record of the animal products produced on this plot during this

period. The total quantity of milk, butter, eggs and honey entered in these columns must be that produced on this plot and not the quantities purchased.

The Enumerator shall see that the number of pounds of butter entered in Column 21 is in proper relation to the quantity of milk reported in Column 20 which in turn should be in relation to the number of cows reported as milked in Column 19. An imperial gallon of milk weighs approximately 10 pounds.

**268. Columns 25 and 26. Home gardens, 1945.** Include in Column 25 the area of vegetables grown on this plot of land in 1945, and in Column 26 give the value of garden products harvested from this plot.

**269. Column 27. Fruits, 1945.** Include in this Column the value of all cultivated tree and small fruits grown on this plot in 1945. Do **not** enter the value of wild fruits gathered.

## APPENDIX

### SECTIONS OF THE STATISTICS ACT, 1918, RELATING TO THE CENSUS OF POPULATION AND AGRICULTURE

(Revised Statutes of Canada, 1927, Chap. 190—Sections 4, 5, 6, 7, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 35, 36, 37, 38, 39, 40.)

Dominion  
Statistician  
appointment  
and duties.

4. The Governor in Council may appoint an officer to be called the Dominion Statistician, who shall hold office during pleasure, whose duties shall be, under the direction of the Minister, to prepare all schedules, forms, and instructions, and generally to supervise and control the Bureau, and to report annually to the Minister with regard to the work of the Bureau during the preceding year.

Officials.

2. Such other officers, clerks, and employees as are necessary for the proper conduct of the business of the Bureau may be appointed in the manner authorized by law, and shall hold office during pleasure. 1918, c. 43, s. 4; 1918, c. 12.

Commis-  
sioners,  
Enumerators,  
and agents.

5. The Minister may employ from time to time, in the manner authorized by law, such commissioners, enumerators, agents or persons as are necessary to collect statistics and information for the Bureau relating to such industries and affairs of the country as he deems useful and in the public interest, and the duties of such agents or persons shall be such as the Minister determines. 1918, c. 43, s. 5.

Oath of  
office.

6. Every officer, census commissioner, enumerator, agent and other person employed in the execution of any duty under this Act or under any regulation made hereunder, before entering on his duties, shall take and subscribe the following oath:—

I..... solemnly swear that I will faithfully and honestly fulfil my duties as..... in conformity with the requirements of the Statistics Act and of all proclamations, orders in council and instructions issued in pursuance thereof, and that I will not, without due authority in that behalf, disclose or make known any matter or thing which comes to my knowledge by reason of my employment as such.....

Attestation.

2. The oath shall be taken before such person, and returned and recorded in such manner as the Minister prescribes.

Rules,  
regulations  
and forms.

7. The Minister shall

(a) make and prescribe such rules, regulations, instructions, schedules and forms as he deems requisite for conducting the work and business of the Bureau, the collecting of statistics and other information and taking of any census authorized by this Act;

- (b) prescribe what schedules, returns and information are to be verified by oath, the form of oath to be taken, and shall specify the officers and persons by and before whom the said oaths are to be taken. 1918, c. 43, s. 7.

Verification  
by oath.

10. Every person who has the custody or charge of any provincial, municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the objects of this Act can be obtained, or which would aid in the completion or correction thereof, shall grant to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, access thereto for the obtaining of such information therefrom. 1918, c. 43, s. 10.

Access to  
public  
records.

11. The Minister may, by special letter of instruction, direct any officer, census commissioner or other person employed in the execution of this Act, to make inquiry under oath as to any matter connected with the taking of the census or the collection of statistics or other information, or the ascertaining or correction of any supposed defect or inaccuracy therein; and such officer, census commissioner or other person shall then have the same power as is vested in any court of justice, of summoning any person, of enforcing his attendance and of requiring and compelling him to give evidence on oath, whether orally or in writing, and to produce such documents and things as such officer, census commissioner or other person deems requisite to the full investigation of such matter or matters. 1918, c. 43, s. 11.

Inquiries  
under oath.

12. (a) Any letter purporting to be signed by the Minister or the Dominion Statistician, or by any other person thereunto authorized by the Governor in Council, and notifying any appointment or removal of or setting forth any instructions to any person employed in the execution of this Act;

Evidence of  
appointment,  
removal or  
instructions.

- (b) Any letter signed by any officer, census commissioner, or other person thereunto duly authorized, notifying any appointment or removal of or setting forth any instructions to any person, employed under the superintendence of the signer thereof;

shall be, respectively, *prima facie* evidence of such appointment, removal or instructions, and that such letter was signed and addressed as it purports to be. 1918, c. 43, s. 12.

13. Any document or paper, written or printed, purporting to be a form authorized for use in the taking of census, or the collection of statistics or other information, or to set forth any instructions relative thereto, which is produced by any person employed in the execution of this Act, as being such form or as setting forth such instructions, shall be presumed to have been supplied by the proper authority to the person so producing it, shall be *prima facie* evidence of all instructions therein set forth. 1918, c. 43, s. 13.

Presumption.

Remuneration.

14. The Minister shall, subject to the approval of the Governor in Council, cause to be prepared one or more tables setting forth the rates of remuneration or allowances for the several census commissioners, enumerators, agents and other persons employed in the execution of this Act, which may be a fixed sum, a rate per diem, or a scale of fees, together with allowances for expenses.

Voted by Parliament.

2. Such remuneration of allowances and all expenses incurred in carrying this Act into effect shall be paid out of such moneys as are provided by Parliament for that purpose.

Condition of payment.

3. No remuneration or allowance shall be paid to any person for any service performed in connection with this Act until the service required of such person has been faithfully and entirely performed. 1918, c. 43, s. 14.

#### SECRET

No individual return to be published or divulged.

15. No individual return, and no part of an individual return, made, and no answer to any question put, for the purpose of this Act, except as hereinafter set forth, shall, without the previous consent in writing of the person or of the owner for the time being of the undertaking in relation to which the return or answer was made or given, be published, nor, except for the purposes of a prosecution under this Act, shall any person not engaged in connection with the Census be permitted to see any such individual return or any such part of any individual return.

No report to reveal individual particulars.

2. No report, summary of statistics or other publication under this Act, except as aforesaid, shall contain any of the particulars comprised in any individual return so arranged as to enable any person to identify any particulars so published as being particulars relating to any individual person or business. 1918, c. 43, s. 15; 1919, c. 8, s. 1.

#### CENSUS OF POPULATION AND AGRICULTURE

Census of population and agriculture every tenth year.

16. The Census of population and agriculture of Canada shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and thirty-one, to be fixed by the Governor in Council, and every tenth year thereafter. 1918, c. 43, s. 16.

Manitoba, Saskatchewan and Alberta.

17. A census of population and agriculture of the Provinces of Manitoba, Saskatchewan and Alberta shall be taken by the Bureau, under the direction of the Minister, on a date in the month of June in the year one thousand nine hundred and thirty-six, to be fixed by the Governor in Council, and every tenth year, thereafter. 1918, c. 43, s. 17.

Census districts.

18. The Governor in Council shall divide the country in respect of which the census is to be taken into census districts, and each census district into subdistricts to correspond respectively, as nearly as may be, with the electoral divisions and subdivisions for the time being, and, in territories not so defined or so situated, as to admit of adhering to boundaries already established, into special divisions and subdivisions, for the purpose of the census. 1918, c. 43, s. 18.



19. Each census of population and agriculture shall be so taken as to ascertain with the utmost possible accuracy for the various territorial divisions of Canada, or of the provinces of Manitoba, Saskatchewan and Alberta as the case may be, Details.

- (a) their population and the classification thereof, as regards name, age, sex, conjugal condition, relation to head of household, nationality, race, education, wage-earnings, religion, profession or occupation and otherwise;
- (b) the number of houses for habitation, whether occupied or vacant, under construction or otherwise, the materials thereof and the number of rooms inhabited;
- (c) the area of occupied land and its value, and its condition thereof as improved for cultivation, in fallow, in forest, unbroken prairie, marsh or waste land, and otherwise; the tenure and acreage of farms and the value of farm buildings and implements;
- (d) the products of farms, with the value of such products, and the number and value of domestic animals within the preceding census or calendar year;
- (e) the municipal, educational, charitable, penal and other institutions thereof; and,
- (f) such other matters as may be prescribed by the Governor in Council. 1918, c. 43, s. 19.

#### OFFENCES AND PENALTIES

35. Every person employed in the execution of any duty under this Act or any regulation who,

- (a) after having taken the prescribed oath, shall desert from his duty, or wilfully makes any false declaration, statement or return touching any such matter; or Desertion or false declaration.
- (b) in the pretended performance of his duties thereunder, obtains or seeks to obtain information which he is not duly authorized to obtain; or Unlawful information.
- (c) shall not keep inviolate the secrecy of the information gathered or entered on the schedules and forms, and who shall, except as allowed by this Act and the regulations, divulge the contents of any schedule or form filled up in pursuance of this Act or any regulation, or any information furnished in pursuance of this Act or any regulation; Improperly divulging information.

shall be guilty of an offence and shall be liable, on summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment. 1918, c. 43, s. 36. Penalty.

36. Every person, who, without lawful excuse,

- (a) refuses or neglects to answer, or wilfully answers falsely, any question requisite for obtaining any information sought in respect of the objects of this Act or any regulation, or pertinent thereto, which has been asked of him by any person employed in the execution of any duty under this Act or any regulation; or Refusal to answer or false answer.
- (b) refuses or neglects to furnish any information or to fill up to the best of his knowledge and belief any schedule or form which he has been required to fill up, and to return the same Refusal or neglect, false information or deception;

when and as required of him under this Act or any regulation, or wilfully gives false information or practises any other deception thereunder;

**Penalty.**

shall, for every such refusal or neglect, or false answer or deception, be guilty of an offence and liable, upon summary conviction, to a penalty not exceeding one hundred dollars and not less than twenty dollars, or to imprisonment for a period not exceeding three months and not less than thirty days, or to both fine and imprisonment. 1918, c. 43, s. 37.

**Wilful refusal or neglect to grant access to records.**

37. Every person who has the custody or charge of any provincial, municipal or other public records or documents, or of any records or documents of any corporation, from which information sought in respect of the objects of this Act or any regulation can be obtained, or which would aid in the completion or correction thereof, who wilfully or without lawful excuse refuses or neglects to grant access thereto to any census officer, commissioner, enumerator, agent or other person deputed for that purpose by the Dominion Statistician, and every person who wilfully hinders or seeks to prevent or obstruct such access, or otherwise in any way wilfully obstructs or seeks to obstruct any person employed in the execution of any duty under this Act or any regulation, is guilty of an offence and shall be liable, upon summary conviction, to a penalty not exceeding three hundred dollars and not less than fifty dollars, or to imprisonment for a period not exceeding six months and not less than one month, or to both fine and imprisonment. 1918, c. 43, s. 38.

**Penalty.**

**Leaving notice at house.**

38. The leaving by an enumerator, agent or other person employed in the execution of this Act or any regulation, at any house or part of a house, of any schedule or form purporting to be issued under this Act or any regulation, and having thereon a notice requiring that it be filled up and signed within a stated time by the occupant of such house or part of a house, or in his absence by some other member of the family, shall, as against the occupant, be a sufficient requirement so to fill up and sign the schedule or form, though the occupant is not named in the notice, or personally served therewith. 1918, c. 43, s. 39.

**Leaving notice at office.**

39. The leaving by an enumerator or agent or other person employed in the execution of this Act or any regulation, at the office or other place of business of any person or firm or of any body corporate or politic, or the delivery by registered letter to any person, firm or body corporate or politic or his or its agent, of any such schedule or form having thereon a notice requiring that it be filled up and signed within a stated time, shall, as against the person or the firm and the members thereof and each of them or the body corporate or politic, be a sufficient requirement to fill up and sign the schedule or form, and if so required in the notice, to mail the schedule or form within a stated time to the Bureau. 1918, c. 43, s. 40.

**Application of fines.**

40. Any fine imposed and recovered for any offence under this Act shall belong to His Majesty for the public uses of Canada, but the Minister may authorize the payment of one-half of any such fine to the prosecutor. 1918, c. 43, s. 41.



